

Ogdensburg Public Library

AGENDA – BOARD OF TRUSTEES

Wednesday 6:00 P.M.

December 7, 2022

At the Library

1. Call to Order
2. Approval of December Agenda
3. Public Comments, Introductions and Guests
4. *Disposition of Minutes of Previous Meeting (November)*
5. Statistical Report, Financial Reports and *Approval of Bills Paid in November*
6. Director's Report
7. Children's and Youth Services Report - Dorian
8. Chairman's Report
9. Committee and Friends Reports
 - A. Building and Grounds
 - B. Policy/Personnel
 - C. Finance
 - D. Northern New York Community Foundation
 - E. Friends of the Library
10. Old Business
 - A. Investment Policy
11. Strategic Planning
12. New Business
 - A. 2023 Budget approval
13. *Anticipated Executive Session*
 - A. *Discussion regarding proposed, pending, or current litigation.*
14. Adjournment

Action items appear in italics

Ogdensburg Public Library

Board of Trustees Meeting

November 16,2022

Board present: Marc Boyer, Michelle McLagan, Kathleen Lawrence, Thomas Hannan, Mark Demers, Cheryl Ladouceur, Christopher Lalone, Karlyen Manke, Barbara McDonough

Board excused: Connie Jenkins

Staff present: Penny Kerfien, Dorian Lenney-Wallace

Guests: Ann Lesperance, Laura Desmond, curator, Frederic Remington Art Museum (via Zoom)

The meeting was called to order at 6:01 pm.

Motion to approve the November 16, 2022 agenda was made by Barbara McDonough and seconded by Karlyen Manke. *Unanimous*

Public comments: Laura Desmond, curator for the Frederic Remington Art Museum requested that the Library Board approve and extension of the loan of two items to the Patricia and Phillip Frost Art Museum through May 2023.

Motion to extend the previously approved loan of two items to the Patricia and Phillip Frost Art Museum through May 2023 was made by Mark Demers and seconded by Cheryl Ladouceur. *Unanimous*

Disposition of the October 5, 2022 minutes: Motion to approve the October 5, 2022 minutes was made by Barbara McDonough and seconded by Mark Demers. *Unanimous*

Statistical report, financial reports, and approval of bills paid in September and October: Motion to approve the bills paid in September and October was made by Cheryl Ladouceur and seconded by Mark Demers. *Unanimous*

Director's report: In addition to the provided report the following items were added: a list of close dates for 2023 as per the union contract; the first installment of the referendum funds was requested from the Ogdensburg City School District; two estimates were received for the boilers which need replacing—they came in at \$16,000.00 and \$18,000.00. These estimates will increase with time. We will look into using the Preserve New York Grant for their purchase. Per the city comptroller, the yearly cost for retiree health insurance dropped \$2700.00. The director is waiting for the exact number. There is no date yet for the budget presentation to the city council. The director will be absent the following dates: the afternoon of November 22, November 23, November 30, and December 6-unknown due to family medical issues. It was suggested that she investigate the Paid Family Medical Leave Act for the extended absence.

Children's and Youth Services report: The only addition to the provided report was the community participation in the Grateful Garland which is displayed in the library.

Chairperson's report: no report

Committee and Friends of the Library reports:

- A. Building and grounds: no report
- B. Policy and personnel: director evaluation
- C. Finance: In an effort to increase communication with city government, there will be a meeting with the Acting City Manager, at a date to be determined, to discuss financial issues and questions.

- D. Northern New York Community Foundation: According to the quarterly report, there have been additional contributions, but we still lost money on the investments. The loss is less than the last quarter, and the balance is remaining close to \$30,000.00. The director sent letters to 124 businesses list with the Ogdensburg Chamber of Commerce requesting contributions to the endowment.
- E. Friends of OPL: The last meeting was held on November 9,2022. The membership drive began in October and is on-going, with 97 new and renewed members. Please consider joining. Thanks were expressed to the Board of Trustee members who helped with the 100th Anniversary Week events and the book sale. All the events were well received and deemed a success. The bookstore will suspend Tuesday morning hours for the winter and will resume in the spring. New Friends' board members are needed, so a nominating committee has been established; elections will take place in December. Funds were approved for children's books and bottled water supplies. The next meeting is December 14, 2022.

Old business:

- A. Director evaluation discussion: Motion to approve the revised format for the evaluation of the library director was made by Cheryl Ladouceur and seconded by Michelle McLagan. *Unanimous*
- B. Bylaws review: It was decided that the bylaws will be reviewed annually each June.
- C. Program committee: The purpose of the program committee is to present programs that appeal to our patrons and residents through our survey results; to encourage residents to come to the library to see its value and then support its endeavors; to provide educational and recreational programming that will enhance and enrich their lives while providing a greater appreciation of the library. The committee will report to the director for program approval and content. The committee will be comprised of board of trustee members and Friends of the OPL members. The committee members include Ed Lavarney, Karlyen Manke, Kathy Lawrence, and Cheryl Ladouceur.

Strategic planning: Library use surveys are available and will be reviewed at the deadline for return. The director evaluation form has been revised and approved.

New business:

- A. Investments: Since the investments are losing money, it was suggested that we review investment companies. It was further suggested that we review the OPL investment policy and update, if necessary. The current investment representative will be invited to a future meeting to review the portfolio and answer questions.
- B. Nominating committee appointees are Cheryl Ladouceur and Barbara McDonough, who will present a slate to be voted on in December.
- C. Two board members have terms that end December 31, 2022. These members are eligible for a second term. The board will submit these names to the mayor for reappointment. They are Barbara McDonough and Kathleen Lawrence.
- D. Discussion and clarification of the ownership of and responsibility for Library Park and the gazebo and monument which are located there.
- E. Motion to approve the 2023 Tax Cap Override was made by Cheryl Ladouceur and seconded by Barbara McDonough. The motion passed with 7 members voting in favor and 2 voting against the motion. *Passed*
- F. Motion to approve the 2023 closure dates (January 1, January 16, February 20, afternoon of April 7, May 29, June 19, July 4, September 4, October 9, November 11, November 23, November 24, December 25, December 26) was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*

Motion to adjourn the meeting at 7:15 pm was made by Barbara McDonough and seconded by Cheryl Ladouceur.
Unanimous

Kathleen Lawrence, Secretary

Announcements:

December 7: Board of Trustees meeting at 6pm

December 14: Friends of OPL meeting at 4 om

Tuesdays: RePose Yoga at 4:30 pm

Book Store Hours: Wednesdays 4-6 pm; Thursday and Friday 2-4 pm

Children's Room Report – Nov 2022

Programing

This month's programming went well. A bit slower than October which is expected. Usually the numbers drop with the temperate and the busy holiday season. I don't expect numbers in the high 200s-300s until February when everyone gets a bit of cabin fever.

I have added new songs to Music and Movement along with a parachute activity that was an instant hit. I will be taking extra care to wipe down instruments after each session because of RVS and the flu season.

Numbers

Nov	Program	0-5	6-11	12-18	Adult	Total
11/1	Music and Movement	9			7	16
11/1	Take Home Craft					30
11/3	Story Time	6			5	11
11/7	Take Home Craft					30
11/8	Music and Movement	8			6	14
11/9	After School Craft	2	2		3	7
11/10	Story Time	2	1		1	4
11/14	Take Home Craft					35
11/15	Music and Movement	6	3		7	16
11/16	Movie		1		1	2
11/17	Story Time	1			1	2
11/21	Take Home Craft					32
11/28	Take Home Craft					30
11/29	Music and Movement	8			6	14
All Month	Garland					19
						262

Collection Development

I continue to read reviews and purchase new materials for the children's and teen's collections based on need and community interest. I purchased some new board books this month featuring wordplay, colors, shapes and emotions. The holiday books are trickling in and hopefully this year they will all make it by Christmas.

What Next?

- Monthly cooking classes for teens (Dec – Jan trial run)
- Chinese Zodiac and Holiday take-home crafts
- Weekly afterschool activities starting in January
- Starting to plan Summer Reading 2023
- Leprechaun Break in planned for March

Director's Report – December 2022

Statistics

1. **November** Stats – Circulation – 1423 items, Wi-Fi – 1787 users (in October), materials loaned –359, materials received from other libraries - 186, audiobooks – 66 (overdrive) - eBooks – 202 (overdrive), reference questions – 105
2. New acquisitions - 135, Amazon Wish List - \$103.18

Northern New York Community Foundation

1. Update from Ann Lesperance

Trustee Education

1. Please remember that the bylaws say trustees need 12 hours of continuing education in a 12-month period. I will need a certificate (if they give one) and a write up on how the class will help trustees.

Friend of the Library

1. Update from Ann Lesperance

2023 Budget

1. The 2023 budget needs to be approved. I added 5% to most categories and then averaged the bills for the rest. As you can see, we will be in the black, unless numbers change from the city or something else happens.

The City

The budget presentation has been moved to December 7, 2022 at 6 pm.