

Ogdensburg Public Library

**AGENDA – BOARD OF TRUSTEES**

Wednesday 6:00 P.M.

January 4, 2023

**At the Library**

1. Call to Order
2. Approval of January Agenda
3. Public Comments, Introductions and Guests
4. *Disposition of Minutes of Previous Meeting (December)*
5. Statistical Report, Financial Reports and *Approval of Bills Paid in December*
6. Director's Report
7. Children's and Youth Services Report - Dorian
8. Chairman's Report
9. Committee 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. New Officers and committee assignments
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**

**December 7, 2022**

**At the Library**

**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:** Dorian Lenney-Wallace

**Staff excused:** Penny Kerfien

The meeting was called to order at 6:00 pm.

Motion to approve the agenda, with additions, was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*

**Disposition of the November 16, 2022 minutes:** Motion to approve the November 16, 2022 minutes, as corrected, was made by Karlyen Manke and seconded by Cheryl Ladouceur. *Unanimous*

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

**Director's report:** There were no additions to the written report.

**Children's and Youth Services report:** The librarian will evaluate the story hour schedule as there seems to be conflicts with other children's activities within the city.

**Chairperson's report:** none

**Committee and Friends of the Library reports:**

- A. Building and grounds: the committee will do a walk-through of the building for the benefit of new committee members. They will make observations and suggestions.
- B. Policy and personnel: The evaluation of the director will be discussed in executive session.
- C. Finance: In a recent meeting, the issue of retiree health insurance was brought up. Because of the union involvement and past practices, it has been suggested that a meeting be held. The acting city manager, Andrea Smith, is open to this. This meeting will include the director, the board treasurer, the acting city manager, and the city comptroller. As of December 5, 2022, the \$9,000.00 for the bond and interest is still in the city budget, though this could change. Because of an article in the newspaper, there was a discussion regarding the maintenance of Library Park. Effective immediately, the city will cease any park maintenance. This will be a budget consideration.
- D. Northern New York Community Foundation: no update
- E. Friends of OPL: the Friends met on November 9. As of the last meeting, new and renewed members numbered 97. Income is excellent. Review of the Centennial celebration week was favorable. The survey project is underway; as is the t-shirt sale. There is a team working to send the surplus books to Thriftbooks. There are nominations for officers for the 2023 year. There will be an author visit on 12/17/22. There is talk of a donor appreciation event. The OPL board

had questions about the book sale and a suggestion was made regarding sending books to the military.

**Old business:**

- A. Investment Policy: This discussion is tabled until the January 4, 2023 meeting.
- B. Nominating Committee: The committee presented a slate of officers for the 2023 year: Michelle McLagan for president and Cheryl Ladouceur for vice-president. Motion to accept the slate of nominations was made by Barbara McDonough and seconded by Marc Boyer.  
*Unanimous*  
The subsequent vote: Michelle McLagan as president: *unanimous*; Cheryl Ladouceur as vice-president: *6 in favor and 1 abstention*. Before the vote was taken, one board member had to leave the meeting for another appointment, so was not present for the vote.

**Strategic planning:** no report

**New business:**

- A. 2023 budget approval: Motion to approve the 2023 budget as proposed was made by Cheryl Ladouceur and seconded by Michelle McLagan. *Unanimous*

This budget, though a deficit budget, is approved as proposed, as we are not firm on figures from the city. The result of the city budget will impact the library budget. If the deficit remains, the budget will be amended, as needed, to make up any deficit.

**Anticipated executive session to discuss the employment of an individual:**

Motion to move into executive session at 7:09 pm was made by Cheryl Ladouceur and seconded by Mark Demers. *Unanimous*

Motion to leave executive session at 7:39 pm was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*

Motion to increase the 2023 salary of the director by 3.5% was made by Mark Demers and seconded by Cheryl Ladouceur. *Unanimous*

Motion to adjourn the meeting at 7:52 pm was made by Karlyen Manke and seconded by Mark Demers. *Unanimous*

Kathleen Lawrence, Secretary

**Announcements:**

January 4, 2023: Board of Trustees at 6:00 pm in the library

December 14: Friends of OPL meet at 4 pm in the library

December 17: Valerie Patterson, author and artist, visit from 1-3 pm in the library

Tuesdays: Repose Yoga at 4:30 in the library

Book store hours: Wednesdays 4-6 pm; Thursdays and Fridays 2-4 pm

Children's programs: check the monthly calendar on the OPL website

## **Director's Report – January 2023**

### **Statistics**

1. **December** Stats – Circulation – 1553 items, Wi-Fi – 1,496 users (in November), materials loaned – 326, materials received from other libraries - 177, audiobooks – 88(overdrive) - eBooks – 227(overdrive), reference questions – 102
2. New acquisitions - 100, Amazon Wish List - \$106.16

### **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. I emailed everyone the budget, with the current figures from the city, on Tuesday, December 27<sup>th</sup>.

### **The City**

1. I have sent an email to Angela Gray asking for a Memo on what the Library will need to pay the city, for NYS retirement and retirees' health insurance, on December 28<sup>th</sup>.

## Children's Room Report – Nov 2022

### Programing

Most of our programs are doing well this month with the usual winter/holiday slowdown. I expect January to have similar numbers.

### Numbers

Dec	Program	0-5	6-11	12-18	Adult	Total
12/1	Story Time					0
12/5	Take Home Craft					35
12/6	Music and Movement	7	2		8	17
12/8	Story Time	2			2	4
12/12	Take Home Craft					35
12/13	Music and Movement	11			14	25
12/14	Holiday Decorations		1		1	2
12/15	Story Time	6			5	11
12/19	Take Home Craft					35
12/20	Music and Movement	6			4	10
12/21	Latke	1			1	2
12/22	Story Time	7	4		5	16
12/27	Music and Movement	3			3	6
12/28	Movie Night					0
12/29	Story Time	5			4	9
						207

### 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 received a few holiday donations to purchase specific items including books for reluctant readers and titles about music and fashion design.

### What Next?

- 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