Ogdensburg Public Library

Board of Trustees Meeting

January 9, 2023

At the library

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

Board excused: Thomas Hannan, Connie Jenkins

Staff present: Penny Kerfien, Dorian Lenney-Wallace

Guests: Michael Gebo

The meeting was called to order at 10:00 am.

Motion to approve the January agenda was made by Cheryl Ladouceur and seconded by Marc Boyer. *Unanimous*

Public comments: There have been several requests for the library to be open on Saturdays.

Disposition of the December 2022 minutes: Motion to approve the December 7, 2022 minutes was made by Cheryl Ladouceur and seconded by Marc Boyer. *Unanimous*

Statistical report, financial reports, and approval of bills paid: Motion to approve the bills paid in December was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*

There were questions about certain costs and bills, which were answered.

Director's report: Additions to the written report included a report of the copy machine costs, including money paid for the copier and the revenue realized.

Children's and Youth Services report: The librarian is booking presenters for the summer reading program; some of the cost will be covered by grant money and some by the Friends of OPL. Because of a closing for weather, the craft was moved to Friday, which resulted in better attendance, so the librarian will continue with Fridays to see if this attendance remains consistent.

Chairperson's report: none

Committee reports:

A. Building and grounds: none
B. Policy and Personnel: none

C. Finance: The committee chair has been trying to contact the union representative to talk about retiree health insurance. A committee meeting will be scheduled.
D. Northern New York Community Foundation: Since July, with donations and interest, the endowment has increased over $3,000. Letters were sent to local businesses, some of whom have become donors.
E. Friends of OPL: The group met in December. At that time, there were 114 members. The Friends have received income from the bookstore, the Amazon Smile program, and the t-shirt sale. The survey is still being tabulated. The new officers and tentative schedule of events for 2023 was reviewed. The Massena Public Library reached out to the OPL Friends group for pointers to develop a stronger group in Massena. The discussion is being scheduled. A board member praised the most recent newsletter.

Old business:

A. Investment policy: This is still being reviewed for presentation to the board. Our Graypoint representative has indicated that he will send monthly statements and is willing to meet quarterly via Zoom if the board requests. Questions about the origin of this account were raised and will be researched.

Strategic Planning: none

New business:

A. Officers and committee assignments: Kathleen Lawrence was appointed as secretary, Thomas Hannan was appointed as treasurer, Ann Lesperance was appointed as liaison with the Friends of the Ogdensburg Public Library. The committee assignments are: Finance committee: Thomas Hannan, Mark Demers, Connie Jenkins, and Ann Lesperance; Building and grounds committee: Marc Boyer, Barbara McDonough, Christopher Lalone, and Karlyen Manke; Policy and personnel: Michelle McLagan, Cheryl Ladouceur, and Kathleen Lawrence; Strategic planning: Cheryl Ladouceur, Karlyen Manke, Ann Lesperance, and Ed Lavarnway; Northern New York Community Foundation: Ann Lesperance, Thomas Hannan, Kathleen Lawrence, Ed Lavarnway; Program: Cheryl Ladouceur, Karlyen Manke, Kathleen Lawrence, and Ed Lavarnway.
B. Budget: We are still waiting for exact numbers from the city regarding payments made to the city and for the Memorandum of Understanding. The director is working on various grants. The director and the board will continue to search for and research grants which may be applicable to the needs of the library. The consensus of the board is not to go out for a referendum in 2023.
C. Christopher Lalone resigned from the Board of Trustees.

Anticipated executive session: Motion to move into executive session for discussion regarding proposed, pending, or current litigation at 11:28 am was made by Michelle McLagan and seconded by Cheryl Ladouceur. *Unanimous*

Motion to leave executive session at 11:50 am was made by Michelle McLagan and seconded by Mark Demers. *Unanimous*

Motion to accept the following resolution was made by Michelle McLagan and seconded by Karlyen Manke. *Unanimous*

WHEREAS the Library has worked with the city to confirm the ownership and conditions for public use of Library Park in a Memorandum of Understanding (the "Library Park MOU"); and

WHEREAS the attached document is the complete MOU, including the attachments that show the boundaries of the Park, the current Park Rules, and conditions for holding events on the property, effective November 1, 2022;

BE IT RESOLVED that the Board President shall sign the MOU and direct the Library's legal counsel to effect final signatures as needed.

Motion to adjourn at 11:53 am was made by Marc Boyer and seconded by Barbara McDonough. *Unanimous*

Kathleen Lawrence, Secretary

Announcements:

January 11, 2023: Friends of OPL meet at 4 pm in the library

February 1, 2023: Board of Trustees meet at 6 pm in the library

Tuesdays beginning again on January 16: 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