

MINUTES – BOARD OF TRUSTEES
OGDENSBURG PUBLIC LIBRARY
February 23, 2016 – Scott McRoberts presiding

Attendance:

Trustees: Scott McRoberts, Matt Duprey, Jim Fish, Marc Boyer, Cathy Piche, Lin Griffin, Michael O'Donnell

Excused: Mary Margaret Small, Shelley Bond

Staff: Penny Kerfien, Stephanie Young, Dorian Lenney-Wallace

Guests: None

Call to order at 6:05 pm.

Public Comments: None

Approval of the Agenda: Duprey/Fish - unanimous

Minutes of the January 19, 2016 meeting approved: Fish/Duprey - unanimous

Statistical and Financial Reports

No comments on statistical reports. January had 3 paydays and financial report reflects this. Nothing out of the ordinary to report. Year end fund balance is about \$18,000.

Motion to pay December and January bills: Piche/Duprey – unanimous

Director's Report

In addition to the written report Penny reported on the following:

1. The lift is expected to be done by Thursday, but next week would be great.
2. All agrees to go over salient points in The Trustee Handbook that Penny will bring before us at our next meeting(s).
3. National Library Week is April 11-16, 2016, and the Library is “going all out” with activities every day. Monday – picture frame art and Horwood Museum presentation, Tuesday – Thompson Park Zoo visitors, Thursday – bead craft for kids. Offered daily: Coffee tasting by St. Lawrence Valley Roasters, Book “tasting”, DIY projects, and scavenger book hunt for kids and adults. Pepsi is providing 2 banners and another banner will be put in front of the library. Lots of publicity planned.
4. Elevator parts due to arrive on March 5 and work on it will begin soon after.
5. The annual report was submitted to NCLS.
6. Overdue books comparison shows we are losing fewer materials. Nov. 2014 – Jan. 2015 we lost 135 items with a replacement value of \$1483.88. Nov. 2015 – Jan. 2016 we lost only 28 items with a replacement value of \$408. The combination of reminder letters seems to be working and will be continued.
7. In response to discussion of a Strategic Plan (ours runs out with 2016) Lin announced a an NCLS workshop on Strategic Planning on June 20 in Potsdam or June 7 in Watertown. Will announce again closer to the workshop date.

Librarians' Reports

Stephanie – as well as written report

*No craft in January.

*Computer help going well – helped someone register a drone on line.

- *470 submitted for E-rate – no responses to this announcement for accepting bids yet.
- *Tax forms have come in and are going out quickly.

Dorian – as well as written report

- *January Story Hour was slow, but then suddenly 10 people showed up.
- *Movie Night growing in popularity with ratings determining who attends – adults, teens, and families.
- *March will be busy with a Ninja Easter Egg Hunt (inside) and st. Patrick's Day activities.

Chairman's Report – none

Committee Reports

- *Buildings and Grounds – no report
- *Policy/Personnel – working with Penny on goals for 2016 – evaluation and new agreement/contract to be presented to the Board.
- *Finance – no report
- *Program – no report

Old Business

1. Jan. 27 informational meeting on becoming a School District Library – feedback/impressions:
 - *Presenters did not do a good job or impress or persuade anyone – not a good start for us, but Penny us assured all that Steve Bolton knows his stuff inside and out.
 - *Tim Vernsey seems open as long as it does not take any money out of the school's pocket. Ron Johnson more reserved.
 - *Big question/concern about all the services the City now provides and how they would be provided if we become a School District Library.
 - *Another question – Can we maintain an endowment as a School District Library?
 - *How will our relationship to the Remington be affected if we become a School District Library? What will happen to our assets that are at the Remington? Does a reformed agency retain all its assets with a simple transfer from old to new?
 - *Agreement to continue discussion and journey toward becoming a School District Library.
 - *Penny will research all questions and report back in March.
2. Inventory – last inventory dated 1981 with a value of \$121,000. This is way out of date and needs to be done again. Working with the Remington to find someone to do this. Will start with in-house inventory of all capital assets of \$2,000 value or more. How often do we re-evaluate inventory and update insurance? Does our inventory include objects at the Remington? Penny will continue to look into this and we will discuss it again in March.
3. St. Lawrence River Valley Redevelopment Grant – application received and Penny will be working with Massena and Waddington librarians to see if they can come up with a joint application for maker space/technology grant that would benefit the community.
4. Lin announced the Library Trustees Association annual meeting in Plattsburgh, May 6 & 7.

Meeting adjourned at 7:15pm: Fish/Duprey - unanimous

Respectfully submitted,
Lin Griffin, Secretary

