

MINUTES OF BOARD MEETING

March 8, 2012, in the Library Conference Room, Chairwoman Piche presiding.

ATTENDANCE:

Trustees: Duprey, Fish, Griffin, Longbottom, Morrison, Small, Webster, Widrick

Excused: McDonald

Staff: Miller

Guest: Marc Boyer

1. **Call to order:** Meeting was called to order at 4 p.m.
2. **Public Comments:** None
3. **Disposition of Minutes of Previous Meeting:** *Morrison (Small) moved to accept the minutes of the February meeting. Unanimously approved.*
4. **Statistical Report & Financial Report:** Reports were presented. Children's Library circulation was up, demonstrating that circulation goes up when we have programs. Circulation was also up in the adult section. Miller will look into the difference in the cost of staff between December, January and February. *Fish (Duprey) moved to approve February expenditures. Unanimously Approved.*
5. **Director's Report:** Report was presented.
 - a. **Building and grounds use:** We received a thank you from Congressman Bill Owens for allowing his Mobile District Office to have hours at the library in February. Miller is talking with the Ogdensburg Chamber of Commerce about moving the Farmer's Market to a more prominent place in Library Park.
 - b. **Reference:** Wayne is working with the War of 1812 Bicentennial Committee to help research and plan events. Stephanie is working with the City's Parks and Recreation Department as it researches the old Pump House for possible uses including as a museum. A reference desk has been reestablished in the main reading room. The purchase of a new laptop has made it possible for Stephanie to be more mobile both inside and out of the library. It will also be used during Expo to allow operation of a "branch" library that will be able to check books out and sign people up for library cards at the community event.
 - c. **Children's Librarian:** We have requested that the Ogdensburg Civil Service Commission create a new Librarian (Children's and Youth) job title in order to obtain an exam that specifies qualifications and experience related to working with children and teens. If it proceeds without delay it should take about two or three months to get a list of names once the title is approved.

- d. **Architect:** The Buildings and Grounds Committee will be meeting with an architect to talk about the scope and cost of his services. This is the first step in getting a master plan for the building that will help us prioritize and get an understanding of what the physical needs of the building are.
 - e. **Master Plan:** An updated Master Plan will be given to the staff to look at and give their opinions. Then the plan will come back to the board with the added insight from staff. After that, we will take the Master Plan to the community for suggestions.
 - f. **Inter-Library Loan:** We currently charge postage and handling for ILLs that are outside our library system. Miller is considering dropping this charge as a way to promote and encourage our patrons to use this service. We are able to get any book or material from any library anywhere in the world. He will be careful that it will not be a “blank check,” so there may be a limit on an individual’s free use. Perhaps the first \$10 pre year will be free. He will come back with a concrete proposal next month but would like the board to be thinking about this.
6. **President’s Report:** Piche reported that there were two resignations from the board. Douglas McDonald has resigned, effective immediately, as his work with FEMA has prevented him from attending meetings. James Morrison has also resigned, effective July 1, 2012, as his job duties at United Helpers have increased, leaving him less time for the Board. Piche thanked them both for their service. *Morrison (Widrick) moved that Ameer Longbottom be nominated to the Board to fulfill McDonald’s unexpired term and a search commence for someone to replace Morrison. Unanimously approved.*
7. **Committee Reports:**
 - a. **Buildings and Grounds:** No report.
 - b. **Policy/Personnel:** The City of Ogdensburg had a negotiation with CSEA that resulted in a proposed settlement. The work unit and management agreed to suspend negotiations pending completion of a CSEA/City agreement.
 - c. **Finance:** No report
 - d. **Nominating:** No report
8. **Old Business:** The Technology Plan has gone to the staff to help prioritize and plan out the costs. It was suggested that Miller look at other Technology Plans in other libraries so we can work from other models.

9. **New Business:** None.
Meeting adjourned at 5:01 p.m.

Respectfully submitted by

Amee M. Longbottom, Secretary