

MINUTES OF BOARD MEETING

March 26, 2013, in the Library Conference Room, President Piche presiding.

ATTENDANCE:

Trustees: Duprey, Fish, Griffin, McRoberts, Webster

Excused: Small, Widrick

Staff: Miller

Guests: None

1. **Call to order:** Meeting was called to order at 4:05 p.m.

2. **Public Comments:** None

3. **Disposition of Minutes of Previous Meeting:**

Duprey (Griffin) moved to accept the minutes of the February meeting.

Motion approved.

4. **Statistical Report, Financial Reports and Approval of Bills Paid in February.**

Griffin questioned three different categories in bills: printing, office expenses and health insurance. Miller offered clarification. Piche inquired about the status of the Bond Issue for construction funds. Miller stated no news yet. Miller noted that there was a large increase in the Library's insurance costs. He is checking with three other local insurance companies to compare cost and coverage with that of our present policy. Fish suggested that we should check into the possibility of becoming covered under the City's policy. *Fish (McRoberts) moved to approve February expenditures. Unanimously approved.*

5. **Director's Report:** Report was presented. Following items discussed:

a. Annual Report: Following discussion, *Duprey (McRoberts) moved to approve the Annual Budget. Unanimously approved.*

b. Bert Woods Collection: A request was made to approve the deassecion of the Bert Woods Collection for the purpose of making a permanent gift to the Morristown Gateway Museum. *Griffin (Duprey) made a motion to approve. Unanimously approved.*

c. Annual Audit: We are awaiting the results of a two day audit conducted in early March by Pinto, Mucenski, Hooper, VanHouse, & Co.

d. Conflict of Interest Forms: Forms were signed and returned to Director Miller at the meeting.

6. **Chairman's Report**

a. CITEC Proposal: Piche highlighted the Proposed Scope of Work submitted by CITEC. Meetings for strategic planning assistance and Board development will occur. It was decided that there will be two sessions of three hours each to be held on April 9, 2013 and on May 7, 2013. The sessions will be from 4:00- 7:00 p.m. at the Ogdensburg Public Library.

b. Children's Librarian Position: Miller noted that morning he had received the list of eligible candidates for this position. After much discussion, Miller will move forward to hire a Children's Librarian. There will be some input from the Policy & Personnel committee. Miller would like the new hire to have technology skills and have potential to be part of the succession plan.

7. Committee Reports:

a. Building and Grounds: Duprey, chair, McRoberts and Griffin. Stated no official report but there was some discussion by McRoberts regarding the Bond Issue.

b. Policy & Personnel: Small, chair, Piche and Webster. No report.

c. Finance: Fish, chair, Widrick. On March 7, 2013 Fish, Piche and Griffin met with our financial advisor, Bob Hennes of Hugh Johnson Advisors. The report on our investments indicated that we were close to benchmark. No problems noted.

d. Ad Hoc Program Committee: Griffin, chair. (Members Cathy Piche, Lauren Gilmour, Stephanie Young, Melanie Brown and Donna Barr). Griffin indicated that the number of teens attending programs is good at present. Mentioned that there was some discussion about providing transportation to help those attending programs (taxi or other). Focus of the next meeting will be on adult programs. Stephanie Young is organizing a poetry night on April 23, 2013. Also, trying to dovetail with other community programs to increase attendance, i.e. the bagpipe program on the day of the Battle of Ogdensburg reenactment activity. On a side note, Miller said he had recommended to the Friends of the Library that a Friends member attend the Board Meetings to promote healthy communication between the Board and the Friends.

8. Old Business: Miller mentioned that the Library's booth at the Expo was well received. It was decided that Miller would write a resolution to present to the staff to commend the work of those who planned and helped operate the Library booth, especially JoEllen Murray.

9. New Business: None

Meeting adjourned at 5:37 p.m.

Respectfully submitted by Dianne Webster, Secretary