

**Ogdensburg Public Library
May 17, 2016 Trustee Meeting**

Present: Scott McRoberts, Mary Margaret Small, Marc Boyer, Shelley Bond, Lin Griffin
Absent: Matt Duprey, Cathy Piche, Michael O'Donnell
Staff: Penny Kerfien, Stephanie Young, Dorian Lenney-Wallace

The meeting was called to order by president, Scott McRoberts at 6:05 pm. *No public comments. Motion to accept the agenda – Small/Boyer – unanimous. Motion to accept the April minutes – Small/Boyer – unanimous.*

Statistical and Financial Reports: Unusually high adult attendance questioned - due to the National Library Week programs. This prompted a discussion on what library use statistics the City sees. Some is requested at budget time, but the board wished to have more information reported to the City to make them aware of our importance to the community. For example, tutoring goes on here, ESL tutoring, court ordered chaperoned visits for kids and parents take place here, etc. Penny explained why the building maintenance line in the budget was so high – hiring movers to clean out attic, long overdue maintenance of boilers and air conditioning not anticipated in budget. *Motion to require annual boiler, air conditioning system, elevator and lift for routine maintenance – Small/Griffin – unanimous.*

Director's Report:

Little Free Libraries: Should be done by next week. Photo scheduled with Patty Ritchie on May 26 at 1:00. City and Ritchie have planned locations for these.

Russell/Ritchie grant funds: still in financial review.

LTA meeting in Plattsburgh: Lin and Penny attended. Lin passed out her notes on workshops attended. Good, informative meeting though first night poorly organized.

Strategic Planning Workshop: NCLS workshop in Potsdam, June 22 from 10:00 am to 12:30 pm. Registration required. Participation requested.

Elevator Modernization: Began May 9 and will require elevator shut down for about 3 weeks. Further problems discovered in this process have been corrected. Emergency shut down with slow descent and doors opening is programmed into the elevator for safety.

Library Construction Grant for 2017: Definite 50/50 match and possible 75/25 match due to increased state funding, but dependent on number of requests received. Ideas suggested: make the auditorium more “user friendly and inviting”. Consider best use of the space (community events or twice a year book sale and storage). Shelving by windows is one problem. Suggestion of using fold-out shelves such as those used at Scholastic Book Fairs. Activate the bathroom on the first floor – fixing leaks. Redo the stacks to make them accessible – huge and expensive undertaking. Both auditorium and bathroom ideas effect space available for storage which is at a premium and hard to give up, so storage is a huge issue!

Fire Inspection Concerns: Penny gave details of the visit from the Fire Department (2 trucks and 6 firemen). All areas cited in the inspection have been or are in the process of being addressed. The largest expense will be the need for magnets in the doors to the lift and children's room and wiring them into the fire alarm system. It was suggested that other firms besides Alltech be sought for fire alarm system repairs – NCC and Collins-Hammond possible.

Adult Services Report: In addition to her written report Stephanie is working on summer programming. She has been in contact with Cooperative Extension about doing a composting program and also another gardening program. This type of program seemed popular during National Library Week. She is also looking at sports-

related program(s) around the Summer Olympics.

Children's Room Report: In addition to her written report Dorian talked about summer reading plans. Some children have asked to start the summer reading now and are doing so. Ogdensburg Boys and Girls Club is participating in the summer reading program. They will also be sending kids to the Library in late June for a Humans vs Zombies event in the park. Summer programs planned include: a visit from the Reptile Lade, return of Thompson Park Zoo, an art program with water gun painting, a messy science project, Tom Sieling (singer/guitarist), etc. Emphasis will be on reading with programs as support.

President's Report: none

Committee Reports:

Buildings and Grounds: No report. Need to meet with Penny to go through the library to see what needs to be done. Members have not yet looked at cracks in vault and hallway by the vault.

Policy and Personnel: No report. Will meet again in June.

Finance: Audit report – clean opinion. We do not have the final copy to accept yet.

Program: Report of April meeting sent out via email. No questions.

Unfinished Business:

School District Library - Penny reported that any library she contacted used Libby Post to guide them through the process. Her fee is \$3,000 a month for each of 6 months. We now have the names of some lawyers other libraries have used for this process. We have an inventory of the items in the Remington Collection which belong to the Library. There are 32 collections with multiple items in each collection. The Remington has insured their collection for 25 million dollars. This policy is renewed annually. We need to find out if there is a rider that lists specifically what is owned by the Library. A good PR campaign is needed prior to and along with school district funding campaign. Do we need someone professional for that or can we do it ourselves? Any “local” PR firms?

Audit: No action until we get a final copy.

New Business:

Summer hours: *Motion to amend the hours of operation to state winter hours and summer hours (July 1 through Labor Day) and list times for each – Small/Boyer – unanimous.* The only difference between winter and summer hours is Saturdays which have closing at 5:00 in the winter and 3:00 in the summer.

Parade Day Closure: *Motion made to close the Library on Seaway Festival Parade Day (as usual) – Bond/Griffin – unanimous.*

Chair called for Executive Session at 7:20 pm for the purpose of reviewing the director's evaluation. Executive Session ended at 7:45 pm. No action taken.

Meeting adjourned at 7:45 pm.

Respectfully submitted,

Lin Griffin, Secretary