

**Ogdensburg Public Library Board of Trustees Meeting, October 18, 2016**  
**Minutes**

**Board Present: Scott McRoberts, Matt Duprey, Michelle McLagan, Cathy Piche, Marc Boyer, Shelley Bond, Lin Griffin**

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

The meeting was called to order at 6:00 pm. No public comments.

Motion by Cathy Piche, seconded by Marc Boyer to **approve the agenda**. *Unanimous.*

Bob Hennes from Hugh Johnson Advisors was with us to present a **Portfolio Review**. The board was pleased with his presentation and the investments that the firm is managing for us.

Marc Boyer moved the acceptance of the **minutes of the September 20, 2016** meeting with one correction of a date from 1039 to 1939. Seconded by Shelley Bond. *Unanimous.*

After looking at all **statistical reports** Matt Duprey moved and Lin Griffin seconded a motion to approve bills paid in September. *Unanimous.*

In addition to her **Director's Report** Penny reported that the City budget meeting on Nov. 28 would be after the Council meeting and probably begin about 8:00 pm. Work on stucco is ongoing and painting may start by early next week. The stucco at the back of the library was in particularly bad condition and more time and money has been spent there than anticipated. The Caroline Street side has yet to be done. There is a chance the total stucco project costs could go beyond the construction grant funds. The front steps look really good and we have been invited to call if there are any concerns or issues with them. Penny will be out of the library Nov. 2-6 for the NYLA conference. There has been no new word from either Addie Russell or Patty Ritchie on funding even though more paperwork has been requested and sent in.

**Stephanie** reported that she has done more paperwork to get e-rate reimbursement which we expect in a couple months. We will be getting the e-rate from SLIC for 2016-17. E-rate will be phased out in two years and then we will pay a full phone bill, currently running about \$200/month. On top of that will be \$100 – 150/month for internet connection.

**Dorian** reviewed her written report and informed the board she had submitted a small grant for a LEGO wall in the Children's Room.

No **chairman's Report**.

**Committee Reports:**

Buildings and Grounds – Another Library Construction grant was submitted in August for work on the vault and magazine room.

Policy and Personnel – No report.

Finance – There was a discussion of an email from the City manager indicating we would need to have an additional \$14,261 in 2017 to meet our budget expectations. This is related to a previous error with the Fire Dept. and Library regarding retirement benefits. We would look to our fund balance and endowment for the additional funds.

Program – Report emailed to all trustees prior to the meeting – nothing additional.

## **Unfinished Business:**

### Becoming a School District Library discussion-

Libby Post proposal – Penny will ask what the extra expenses are likely to run beyond the \$18,000 for 6 months consultation. We will table a decision on this until we have more information on those costs. As well we need specific legal information on how becoming a school district library would impact our relationship with the Remington and the re-chartering process before a final decision to go ahead with a campaign to become a school district library. We will need to work closely with the Remington clarify all aspects of our relationship to them and the collection we own. An attorney with experience in contract law may be able to give us an opinion on this. In the meantime we can share with the City that we are indeed moving forward, but that we intend to do it carefully and correctly in order to ensure success this time around. This will take time and money on our part.

## **New Business:**

Remington Trust resolution and Chippendale table disposition request from the Remington were revisited. Both will be tabled until such time as we can get historical information on the trust to determine the initial intent of how it was to be spent and whether or not that is happening now.

Cathy Piche moved and Matt Duprey seconded a motion to accept the days of closure for holidays in 2017 as presented in the director's report. *Unanimous.*

Matt Duprey moved and Marc Boyer seconded a motion to transfer \$6,280 from the Mahoney endowment and \$37,245 from the general endowment account (total \$43,5525) to our general money market account to make our annual payment to the City. *Unanimous.*

Meeting was adjourned at 7:13 pm.

A work session on a long range plan began at the close of the meeting. The consensus of that session was that a committee of the board meet with Penny to go over the current plan and revise it. All board members are invited to send Penny any ideas, suggestions, or questions for a new plan within the next week. A meeting of the committee will be held at some point after that, and it will report back to the board in November. The expectation is that we can have a new plan in place by the end of 2016.

Respectfully submitted,

Lin Griffin  
Secretary