

**Ogdensburg Public Library Board of Trustees Meeting**  
**May 16, 2017**  
**Minutes**

**Board Present:** Scott McRoberts, Marc Boyer, Jim Fish, Michelle McLagan, Matt Duprey, Shelly Bond, Cathy Piche, Mary Margaret Small

**Board Absent:** Jane Pinkerton

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

**Guests:** Mark Mashaw, CPA, from Pinto-Mucenski-Hooper-Van House & Co.

The meeting was called to order at 6:00 pm.

**Public Comments:** None

**Approval of Agenda:**

Motion by Mary Margaret Small, seconded by Jim Fish to **approve the agenda**. *Unanimous*

**Approval of Minutes:**

Motion by Cathy Piche, seconded by Marc Boyer to **approve the minutes from the previous meeting**. *Unanimous*

**Guest Presentation:**

Mark Mashaw presented the Financial Statements for Years Ending December 31, 2016 and 2015. He reviewed the statements and figures, and addressed questions from the Board. A recommendation has been made for the auditors to work with Jo-Ellen to further customize the QuickBooks reports.

**Statistical and Financial Reports:**

No questions on statistics or bills paid. Financial reports YTD have been received from the city.

Motion by Matt Duprey, seconded by Jim Fish for **approval of bills paid in April**. *Unanimous*

**Director's Report:**

Penny clarified information from her Director's Report regarding the BAN.

The Association for Rural and Small Libraries conference will be held in Utah in September. Penny has applied for two scholarships, and has received \$1,000 thus far from NNYLN. If she receives the other scholarship, the entire conference will be paid by scholarships. Penny will also be taking three vacation days in September.

The City Museum proposal is still being discussed by Penny, Laura Foster (Remington Museum), Julie Madlin (City Historian), and the informal committee of museum enthusiasts. The committee has learned that there is a lot of work to be done to become a chartered museum under New York State laws, and the recommendation from Laura and Julie is to

proceed slowly as the entire process is rather complicated and lengthy. The committee will work with the library starting in July to use our display cases for historic items.

There are items in our vault, at the Remington, and in personal collections that can be displayed. The initial items displayed will belong to the Library so there will be no concerns regarding insurance.

Mary Margaret had some suggestions regarding CFA and tourism. She will forward the information to Penny, who will forward to Rhonda Roethel. The mayor and city council have told Sarah Purdy there is no money for a city museum unless it comes from a grant.

**Adult Services Report:**

Jo-Ellen's fabric flower craft project went well and a sun catcher class will be next. Stephanie is teaching a painting class in June.

**Children's Services Report:**

Dorian uses May/June to plan for summer reading. She has four class visits scheduled for June. The 2017 Collaborative Summer Reading theme is Build a Better World.

**Chairperson's Report:** None

**Committee Reports:**

- A. Building and Grounds: Committee has not met. Penny reported there was a flood in the front area of the basement in early April and everything has been okay since then. Staff has been monitoring the area.
- B. Policy/Personnel: None; a meeting scheduled for immediately after tonight's Board meeting to discuss the Director's Agreement, which renews in July.
- C. Finance: None
- D. Programming: Next meeting scheduled for July 6.

**Unfinished Business:**

- A. Long Range Plan Committee: Will resume meeting after the referendum is complete.
- B. Funding: The School Ballot Referendum is today and we hope to have the results this evening. The city has told Penny to expect a budget cut for 2018. The city is expected to start their budget process earlier this year – in August rather than October.

**New Business:**

- A. Audit Report for 2016: See above under Guest Presentation.
- B. Executive Director's Agreement for 2017-2018: A Personnel Committee meeting is scheduled for tonight following Board meeting.

**Executive Session: None**

Motion by Jim Fish, seconded by Matt Duprey to **adjourn the meeting at 6:49 pm.**

*Unanimous*

Respectfully submitted,

Michelle McLagan, Secretary