

**Ogdensburg Public Library Board of Trustees Meeting
December 18, 2017
Minutes**

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

Board Absent: None

Staff Present: Penny Kerfien, Stephanie Young

Staff Absent: Dorian Lenney-Wallace

Guest: Laura Foster, Executive Director of the Remington Museum

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

Public Comments: None

Approval of Agenda: Motion by Matt, seconded by Cathy to **approve the agenda.**
Unanimous

Approval of Minutes: Motion by Cathy, seconded by Mary Margaret to **approve the minutes from the previous meeting.** *Unanimous*

Guest Presentations:

Laura Foster presented a letter from the Remington's executive committee requesting that the library board approve the outstanding Booth Western Art Museum loan request in advance of future discussions between the library and the museum regarding loans. The Remington Museum would like the Booth Museum loan agreement finalized before the end of the calendar year.

Statistical and Financial Reports: No questions on statistics or bills paid.

Motion made by Mary Margaret, seconded by Marc for **approval of bills paid in November.** *Unanimous*

Director's Report:

The Who-bilation was a success with over 100 attendees. Jo-Ellen did most of the creative aspects of the costumes and refreshments. A photo and short article have been sent to the media.

Construction project is going well. Painting is done, walls repaired, and the new doors will be in by end of January.

Penny spoke with Patty Ritchie's office. The library is eligible for a \$50,000 SAM grant to replace lighting and flooring. The funds cannot be used as matching funds for our construction grant, but can be used to do additional capital projects. The lighting will be LED and energy efficient. The library is required to pay for the improvements and submit an application for reimbursement.

Adult Services Report: Stephanie provided updated figures for collection development. A request was made to have detailed statistics on program participants, similar to Dorian's report.

Children's Services Report: No additional information.

Chairperson's Report: None.

Committee Reports:

- A. Building and Grounds: Construction project estimated to be completed first or second week in January.
- B. Policy/Personnel: None
- C. Finance: None
- D. Community Advisory: New committee would work as a liaison with other community groups and organizations. Formal discussion regarding the committee will be discussed in January.

Unfinished Business:

- A. Funding: Motion by Jim, seconded by Mary Margaret to **place a funding referendum on the May 2018 Ogdensburg City School District ballot in the amount of \$75,000.** *Unanimous*
Penny will prepare documents for School Board in anticipation of being on the School Board agenda in early February.
- B. Collections Policy: Matt has been reviewing the policy and will draft a written opinion.
- C. Nominations/Elections: **Motion by Jim, seconded by Matt, to nominate Marc for Chairperson and Shelley for Vice-Chairperson.** *Unanimous*
Elections will be in January.
- D. New Board Members: Cathy and Scott will not be returning for 2018. Two positions are open effective January 1st. Some potential names were discussed.

New Business:

- A. Remington Loan Request: **Motion by Scott, seconded by Mary Margaret to approve the loan request by the Booth Western Art Museum for the "Treasures from the Frederic Remington Art Museum", upon the understanding that the Remington and Library will review and discuss the Loan Agreement prior to future loan requests and approvals.** *Unanimous*
A sub-committee consisting of Matt and Mary Margaret will work with Penny, Laura, and museum trustees to review the existing agreement and make recommendations for any updates.
- B. **Motion by Jim, seconded by Marc to formally recognize the long and outstanding service of Cathy and Scott to the library board.** *Unanimous*

Executive Session: none

The meeting was adjourned at 7:15 pm.

Respectfully submitted,

Michelle McLagan, Secretary