

**Ogdensburg Public Library Board of Trustees Meeting  
March 20, 2018  
Minutes**

**Board Present:** Marc Boyer, Shelley Bond, Jim Fish, Michelle McLagan, Mary Margaret Small, Jane Pinkerton, Kathy Lawrence

**Board Absent:** Matt Duprey

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

**Staff Absent:** Stephanie Young

**Guest:** None

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

**Public Comments:** None

**Approval of Agenda:** Motion by Shelley, seconded by Jim to **approve the agenda.**  
*Unanimous*

**Approval of Minutes:** Motion by Jim, seconded by Kathy to **approve the minutes from the previous meeting.** *Unanimous*

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

Motion by Jim, seconded by Jane for **approval of bills paid in February.** *Unanimous*

**Director's Report:** Penny has ordered panic buttons for the front desk and children's room that are connected to the police department. The cost to the library was \$1,700 for the buttons and installation; the monthly monitoring fee will be \$18 through Alltech.

Penny submitted our Annual Report to NCLS and it has been forwarded to the state.

Bonnie Wright passed away; we have received over \$1,600 in donations with more expected. Ideas are to purchase a rocking chair for the children's room and tables for the children's room computers. A memorial plate will placed in/on any items purchased.

A Memorandum of Understanding for all automated libraries is required every two years for the Joint Automation Board (JAB) of NCLS. Penny will forward it to NCLS.

Penny will be attending a two-day conference, April 17 & 18th, traveling and sharing a room with another library director at a cost of \$20.00 for the conference fee. Due to her absence, the library board meeting will be Monday, April 16th at 6 pm.

Construction Project Update: The dehumidifier installed in the magazine room isn't working properly, the floor is not finished, and the smoke detector in the magazine room is improperly installed. Penny and Bob are working with the contractor to get everything completed so that payment can be rendered. The fire inspection was completed and "passed".

The Canton Free Library is giving us several sliding shelving units at no charge, as long as we can pick them up. Penny will make arrangements to retrieve the shelves from Canton and have them installed in our vault.

**Adult Services Report:** No additions.

**Children's Services Report:** Dorian applied for a small grant to purchase a new projector and will likely use about \$50 of the Bonnie Wright donations to cover the difference in cost between the grant and the purchase price. She has rebranded story time to Songs and Stories. Kids will have the opportunity to read off their fines this summer. Book Battle will be April 18th and five teams are currently registered.

**Chairperson's Report:** None.

**Committee Reports:**

- A. Building and Grounds: None
- B. Policy/Personnel: None
- C. Finance: In progress; report due May 1st.
- D. Community Advisory: None

**Unfinished Business:**

- A. SAM Grant: Penny has sent in the paperwork for a \$50,000 grant. To replace some flooring and convert light fixtures to energy efficient LED lighting.
- B. Additional Board Member: Penny will contact the recommended individuals.

**New Business:**

- A. Book sale: Setup begins March 31st and will continue April 2nd and 3rd. Book sale begins April 5th; volunteers welcome.
- B. Easter Egg Hunt: Scheduled for March 31; volunteers welcome.
- C. National Library Week: April 9th through 14th. City officials will be invited to coffee hour. Penny will be in touch with City Council to ask for a proclamation.
- D. 2019 Construction Grant: Accessibility is a priority item covered by the grant.
- E. Theft of Materials: People are stealing Amish books by removing the barcodes.

The meeting was adjourned at 6:41 pm.

Respectfully submitted,

Michelle McLagan, Secretary