

Ogdensburg Public Library Board of Trustees Meeting
May 15, 2018
Minutes

Board Present: Marc Boyer, Shelley Bond, Michelle McLagan, Mary Margaret Small, Kathy Lawrence

Board Absent: Jim Fish, Matt Duprey, Jane Pinkerton

Staff Present: Penny Kerfien, Stephanie Young

Staff Absent: Dorian Lenney-Wallace

Guest: Matt Mashaw (Pinto, Mucenski, Hooper, Van House & Co.), Barbara McDonough

The meeting was called to order at 6:03 pm.

Public Comments: None

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

Guest Presentation: Mark Mashaw from Pinto, Mucenski, Hooper, Van House & Co presented the audit for the year ending December 31, 2017.

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

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

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

Director's Report: Penny reported that Bill Wright has passed away and the library has received some donations in his name. She will speak with Karen to see if she has any preferences on how the money is spent.

Victory Lifts has gone out of business effective May 1st, which affects many libraries in the North Country who have lifts installed by them, or have service contracts. At this point, she is not sure that the new company will honor the existing service contract, but some personnel from Victory will be moving to the new company and Penny is hopeful that will help with the transition.

Representatives from the library staff met with the union representative to discuss the contract that expires at the end of the year.

The smoke alarm that was stuffed into the drop ceiling by the construction contractor has been moved and meets the building code specifications. The new floor paint seems to be adhering to the floor as it should. Locks still need to be installed on the doors, but otherwise the

construction project is almost complete. Staff is working on organizing the vault. The magazine room is now full.

The SAM grant for the lighting is underway - Penny has contacted Smart Watt and the contractor will be updating the light fixtures to LED. If we pay Smart Wall upfront, we can save \$1,500. The return on investment on the LEDs should be recouped in seven years.

Adult Services Report: No additions.

Children's Services Report: No additions.

Chairperson's Report: None.

Committee Reports:

- A. Building and Grounds: None
- B. Policy/Personnel: Penny's salary agreement is up for renewal in July.
- C. Finance: None
- D. Community Advisory: Paperwork was received from the Remington Museum; Matt and a representative from the museum board will work on drafting an updated agreement. Marc would like for the committee to meet prior to the next meeting with the museum.

Unfinished Business: None

New Business:

- A. Audit Review - discussed earlier in the meeting with Mark Mashaw.

The meeting was adjourned at 6:43 pm.

Respectfully submitted,

Michelle McLagan, Secretary