

**Ogdensburg Public Library Board of Trustees Meeting**  
**June 19, 2018**  
**Minutes**

**Board:** Marc Boyer, Jim Fish, Michelle McLagan, Mary Margaret Small, Matt Duprey, Jane Pinkerton, Kathy Lawrence

**Board Absent:** Shelley Bond

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

**Staff Absent:** Stephanie Young

**Guest:** Robert Hennes (Hugh Johnson Advisors), Barbara McDonough

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

**Public Comments:** None

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

**Guest Presentation:** Robert Hennes from Hugh Johnson Advisors presented the Portfolio Review dated June 19, 2018.

**Addition of New Trustee:** Motion by Jim, seconded by Kathy to **add Barbara McDonough to the library board.** *Unanimous*

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

**Statistical and Financial Reports:** No questions on statistics or bills paid. Financial reports are limited, Penny will forward updated reports when received.

Motion made by Matt, seconded by Jim for **approval of bills paid in May.** *Unanimous*

**Director's Report:** Construction project on vault and magazine room is complete. The final bill has been received and Penny has the warranties in hand. Victory Lifts is now out of business. Another company, Northstar Lifts LLC, has provided a repair quote of \$2,972 to fix the cooling fans, replace the plexiglass panel with steel, install a stronger angle piece on the outside door to provide more support due to the wind, and install in a heavy duty door closer at the top. The preventative maintenance quote is \$875.00 per year, 5 visits annually in February, April, July, October, and December. Penny will move forward with the repair and maintenance contracts.

Penny has been talking to the architect regarding future construction projects. There are no small projects left to work on at this time. Our biggest need is ADA compliance for the book stacks. The architect recommended that we do a feasibility study. Proposal is to have a review of the existing stacks and how they can be modified, look at how we can build an addition, develop a plan and drawings, communicate with SHPO, etc. The price for the study is \$20,260.00. Penny will talk to NCLS, and look into the Consolidated Funding Application for

other grants, and review the Mahoney Fund for applicability before any further evaluation of our construction needs.

The Remington Loan Agreement committee met and the consensus is that we would like an up-to-date inventory list, annual updates, and compensation for loans/rentals, and acknowledgement that we own those items.

**Adult Services Report:** No additions.

**Children's Services Report:** One school class visit is canceled as the school scheduled a different event that day and not enough time remains before school wraps up. Dorian will be speaking to the Boys & Girls Club.

**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: None

**Unfinished Business:** A trustee required for the board; discussed earlier in the meeting.

**New Business:**

- A. Financial review: discussed earlier in the meeting with Bob Hennes.
- B. Feasibility Study: discussed earlier in the meeting during the director's report.
- C. Seaway Festival: the library will be closed due to parking and accessibility on the day of the parade.

**Anticipated Executive Session:** Motion by Mary Margaret, seconded by Jim to **enter executive session at 6:42 pm to discuss the director's salary agreement.** *Unanimous*

Motion by Mary Margaret, seconded by Jim to **exit executive session at 7:09 pm.** *Unanimous*

Motion by Mary Margaret, seconded by Jim to **increase the director's salary by 3.0% for the period of July 14, 2018 to July 13, 2019.**

The meeting was adjourned at 7:12 pm.

Respectfully submitted,

Michelle McLagan, Secretary