

Ogdensburg Public Library Board of Trustees Meeting
October 16, 2018
Minutes

Board: Marc Boyer, Shelley Bond, Michelle McLagan, Jane Pinkerton, Kathy Lawrence, Barbara McDonough

Board Absent: Jim Fish, Mary Margaret Small

Staff Present: Penny Kerfien, Stephanie Young

Staff Absent: Dorian Lenney-Wallace

Guest: None

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

Public Comments: None

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

Guest Presentation: None

Approval of Minutes: Motion by Shelley, 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 Jane, seconded by Barbara for **approval of bills paid in September.** *Unanimous*

Director's Report: Penny obtained quotes from Paychex (\$1,384.50/year) and Complete Payroll (\$1,248.00/year) for the two Central Libraries-funded staff positions. Paychex does union dues and NYS Retirement; uncertain whether Complete Payroll does - Penny is waiting to hear back from them. The NCLS Director, Susan Mitchell, is available on either October 22nd or 23rd to meet with us if we want to discuss the payroll transition for the two Central Libraries staff. Deciding on a payroll company is tabled to the next meeting so that Jim can review the services and provide feedback. A decision needs to be made in November so we can make a smooth transition in December.

The Remington Board seems agreeable to a liaison; Julie Cliff will let us know after they meet.

Motion by Barbara, seconded by Jane to **approve the 2019 holiday schedule.** *Unanimous.*
Penny will forward to NCLS.

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: None
- C. Finance: None
- D. Community Advisory: None

Unfinished Business: None

New Business:

- A. Chamber of Commerce Map: The Chamber is producing a new 2019 map of the City with advertising around the perimeter. Ad costs are \$75, \$125, and \$200. Penny will check with the Friends and see if they are interested in covering the cost of an ad.
- B. Sexual Harassment Policy: NYS has new legislation regarding sexual harassment that requires us to have a policy immediately; training will happen at a later date. Penny suggested we use the policy sent to all libraries by NCLS, with the more recent change emailed by Susan Mitchell earlier in the day. Motion by Shelly, seconded by Kathy to **approve the Sexual Harassment Policy. Unanimous.**
- C. Matt Duprey has resigned from the library board effective immediately. A replacement trustee will need to be appointed.

Anticipated Executive Session: None

The meeting was adjourned at 7:06 pm.

Respectfully submitted,

Michelle McLagan, Secretary