

Massena Public Library

Meeting of Board of Trustees-December 14, 2021-Via Zoom

**Present:** President Joseph Savoca, Treasurer Linda McDonald, Secretary Patty Ryan and Trustee Marie Kirwan

**Town Liaisons:** Susan Bellor and Tom Miller

**Library Director:** Elaine Dunne

The December 14, 2021 meeting was called to order by President Savoca at 4PM.

- I. **Minutes of the November 9, 2021 Meeting:** After reading the minutes of the November meeting a motion was made by Secretary Ryan and seconded by Trustee Kirwan to accept the minutes as presented. Carried 3-0 (Note that Treasurer McDonald entered the meeting just after this motion passed.)
- II. **Unfinished Business:**
  - A. **Budget 2022:** Director Dunne shared the budget for 2022: total revenue 52,488. A motion was made by Trustee Kirwan, seconded by Treasurer McDonald to adopt the budget as presented. Carried 4-0. President Savoca noted a reduction of approximately \$83,000 in tax revenue.
  - B. **Articles of Agreement – Teamsters Local 687/MPL:** After reading the contract and noting that rather than an hourly salary increase over the contracts' 4 years that specific amounts of increase are stated (\$.40, \$.80, \$.80, \$.80) and that insurance premiums will be higher, a motion was made by Treasurer McDonald, and seconded by Trustee Kirwan to approve the Articles of Agreement-Teamsters Local 687/MPL. Carried 4-0
  - C. **Salaries:** Director Dunne pointed out that the above agreement applies only to the three full time employees and that no provision was made in the budget for raises for part time staff. A 2% raise amounts to \$1,271.43 for the year. This being the case, in the interest of justice and workplace morale a motion was made by Secretary Ryan, and seconded by Trustee Kirwan to move \$1,271.43 from the book purchase line of the budget to the salary line to result in a 2% salary increase for part time staff. Carried 4-0  
A motion was made by Secretary Ryan, seconded by Trustee Kirwan to move into Executive Session to discuss performance of a specific employee. Carried 4-0. The Board went into Executive Session at 4:10. At 4:15 PM a motion was made by Secretary Ryan and seconded by Treasurer McDonald to leave Executive Session. At that time another motion was made by Secretary Ryan, seconded by Treasurer McDonald to increase the Director's salary by 2%. Carried 4-0
  - D. **Badenhausen Brasher Branch:** Director Dunne informed the Board that MPL's involvement in the Brasher Branch will soon end. Funding from Dr. Susan Badenhusen has elapsed. Auditors will be working to assess and return any leftover funding to the soon to be established and rebranded as the Badenhausen Tri-Town Reading Room. The Director reports that the group working to maintain library services in Brasher Falls is making good progress.

- E. **Library Programs:** Director Dunne reports that MPL is striving to host some in person programs with COVID precautions in place. Children's programs are taking place; children are familiar with masking and programs are being attended. On December 11 MPL hosted a performance of Christmas Music with Ellie Prashaw & Patty Ryan, though attendance was low Director Dunne considers it was successful. Some people attending commented how nice it was to attend an in-person event. The Teen Dungeons & Dragons group will resume meeting inside also.
- F. **Compliance Initiative – NCLS:** Director Dunne informed the Board that while the Long Range Plan and Community Reports are complete, there are areas needing work in order to meet compliance requirements. President Savoca and Trustee Kirwan will work with the Director on Policies.
- G. **Circulation Reports:** As in other areas library Director Dunne reported that circulation is not going up as quickly as hoped. The Board discussed whether patrons have turned to other reading material sources or are reluctant to come into public places. COVID numbers are high in our area and some people are resistant to wearing masks.
- H. **Transfer of Funds:** A motion was made by Treasurer McDonald, and seconded by Trustee Kirwan to transfer \$2,264.63 from the Brasher Branch to MPL for the purpose of salaries, supplies and operation. Carried 4-0
- I. **Other Unfinished Business:** Director Dunne thanked Town Liaison Tom Miller for his attention to and work on the library's fire alarm connection to the Fire Station and the Panic Alarm connection to the Police Station. Liaison Miller in turn pointed out the work that Mike Gomes did in this same project. The cost was \$200. Liaison Miller also noted the wisdom of having a fire drill at the Library as part of an emergency preparedness plan. Director Dunne will make plans for that to happen.

III. **New Business:**

- A. **Presentation of Bills for Payment:** Bills in the amount of \$910.20 for the Brasher Branch and \$11,818.33 for MPL were presented for payment. A motion was made by Treasurer McDonald, and seconded by Secretary Ryan to pay the bills as presented. Carried 4-0
- B. **Date of Next Board Meeting:** The next Board Meeting will be its organizational meeting and will be held on January 11, 2022 at 4PM. Whether in-person or on Zoom will depend on COVID numbers at that time.
- C. **Other New Business:** Director Dunne presented the Board with drafts of a Request for Consideration of Material or Program Form and a Public Comment Policy for Board members to consider and vote on at our next meeting.  
Director Dunne alerted to Board to the fact that a patron has been objecting to the Dungeons & Dragons Program for Teens. Besides becoming vehement with Staff at the circulation desk, this patron has made several oppositional phone calls to the Director. The Director is concerned that as this is being dealt with that this patron may come to the Library to disrupt a D & D session. Safety suggestions were made, including informing the local Police Department of the possibility of a confrontation.

IV. **Adjournment:** At 5:15 PM a motion was made by Secretary Ryan and seconded by Trustee Kirwan to adjourn the December 14, 2021 Meeting. Carried 4-0