

Massena Public Library
Meeting of Board of Trustees
December 13, 2022 4:00PM at Massena Public Library

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

Town Liaison: Adrian Taraska

Director: Elaine Dunne

The December 13, 2022 meeting was called to order by President Savoca at 4:11 PM.

- I. **Minutes of Nov. 8, 2022 Meeting:** After reading the minutes of the November meeting a motion was made by Secretary Ryan, seconded by Trustee Kirwan to accept the minutes as written. Carried 4-0
- II. **Public Comments:** There were no public comments.
- III. **Unfinished Business:**
 - A. **Personnel:** Director Dunne reported that the part time clerk's position has not yet been filled. The civil service requirements have been fulfilled; the next step is for the Director forward an employment advertisement to the Town Supervisor to enable the opening to be posted locally. The Town Council's next regular meeting is December 21, 2022.
 - B. **Budget:** The Town Audit of 2020 has shown some discrepancies about the existence of a library fund balance. This issue is being looked into. A motion was made by Secretary Ryan, seconded by Trustee Kirwan to accept the budget & salary schedule presented before the discrepancy occurred. Carried 4-0
 - C. **December Events & Programs:** Director Dunne reported the Book Sale held by the Friends of the Library on Dec. 10 was very successful, netting \$950. Special thanks to Ann Greene and her helpers. It should also be noted that many shoppers made donations at checkout time.
Music entertainment provided by Ellie Prashaw and Patty Ryan also had a much bigger audience than last year. Having the events one after the other seemed to be boost attendance.
Director Dunne reminded the Board that the Merry Tuba Christmas with tuba and euphonium players from the New Horizons Bands will be held at Noon on December 17th.
Director Dunne noted that Trees decorated by various non-profit organizations light up the Main Reading Room. She noted also that Custodian Mike Gomes did much of the decorating with the lights. The result is a very cheery atmosphere in and out of the Library.
 - D. **Board & Director Evaluation Forms:** President Savoca has prepared summaries of the Boards' responses to the two evaluation forms.
 - E. **Circulation Reports:** Circulation continues to grow. Special Programs are a boost to the Library Visits portion. Director Dunne noted that since there is so little use of talking books that these will be phased out.
 - F. **Other Unfinished Business:** Work on policy updates continues. This month the Ethics Policy was forwarded to Board Members for study and will be voted on at January's

meeting. This process will be ongoing with clear indications of when each policy is updated.

Director Dunne reported that recently a patron became angry when reminded of proper behaviors. After a couple of incidents this patron is temporarily banned.

IV. New Business:

- A. Presentation of Bills for Payment:** Bills in the amount of \$2,613.18 were presented for payment. Director Dunne noted that the Pitney Bowes postage meter subscription is being discontinued because of its expense. A motion was made by Treasurer McDonald, seconded by Trustee Kirwan, to pay the bills as presented. Carried 4-0
- B. Review of Trustee Seating Chart & Terms:** Treasurer McDonald has agreed to be reappointed for when her term expires in January. Director Dunne noted and thanked her for her dependable service to the Library.
- C. 2023 Meeting Schedule:** All regular meetings of the Massena Public Library Board of Trustees will be held on the second Tuesday of the month at 4:15 PM.
- D. Date of Next Board Meeting:** The next regular meeting of the Board will be January 10, 2023 at 4:15PM.
- E. Other New Business:** Director Dunne informed the Board that a generous patron wants to purchase some new furniture for the Children's Room. The Director is also looking into transferring some iPads to the Children's Room since the computers no longer function. The question was raised about computer safety and controls that NCLS can install to this end. Director Dunne will re-contact Frank Diagostino and Dylan Casselman about a walk-through regarding upcoming maintenance needs.

- V. Adjournment:** At 5:27 a motion was made by Secretary Ryan, seconded by Trustee Kirwan to adjourn the Dec. 13, 2022 meeting. Carried 4-0

Tasks:

Director and Board President will continue to solve the "fund Balance issue

Director will contact Frank Diagostino

Director will forward next policy to be considered

Board members will study Ethics Policy and be ready to vote next month

President will forward evaluations information to Board members