

Massena Public Library

Meeting of Board of Trustees-Feb. 8, 2022-Via Zoom

Present: President Joseph Savoca, Treasurer Linda McDonald, Secretary Patty Ryan, Trustees

Marie Kirwan and Susan Gray

Town Liaison: Tom Miller

Library Director: Elaine Dunne

The February 8, 2022 meeting was called to order by President Savoca at 4:01 PM.

- I. **Minutes of the January 11th Meeting:** After reading the minutes of the Jan 11, 2022 meeting a motion was made by Secretary Ryan, seconded by Treasurer McDonald to accept the minutes as presented. Carried 5-0
- II. **Unfinished Business:**
 - A. **Part Time Staff-Benefits:** Director Dunne pointed out that since part time staff are not covered by a Union contract these employees will not receive benefits (other part time employees of the Town receive no benefits). However, questions remain about these employees' use of accumulated benefits. Director Dunne suggested the possibility of losing part time staff because of this issue.
 - B. **Long Range Plan-Annual Review:** Since MPL's Long Range Plan was adopted in July of 2021 it is time for a six-month review. Previous to this meeting Director Dunne had forwarded updates and asked for feedback from Board members. A motion was made by Secretary Ryan, seconded by Trustee Kirwan to accept the updates which appear in gray on the Long Range Plan Document. Carried 5-0
It is also time for MPL's annual survey. The survey is available on the Library's website and Facebook Page; it is also available at the circulation desk and is being placed in bags prepared for curbside service. Director Dunne mentioned that she plans to be in contact with Bob Beckstead for a mention in the newspaper and with personnel at the radio station to urge participation in this survey.
 - C. **National Giving Day – April 6th:** Director Dunne reminded the Board that National Library Week begins on April 3rd. Wednesday the 6th has been designated as National Giving Day. Last April the library initiated a fund drive titled "\$1,000/100 Books as a way to increase funds for increasing the library's collection (books and e-books). The Director is looking for ideas for this year's events and encouraged Board members to look at various library websites for this purpose. The Director plans to reach out to local businesses again this year.
 - D. **Grants:** Director Dunne announced that NNY Community Foundation awarded \$500. To MPL as a result of an essay contest in area schools. Students were to write about a non-profit organization. Reese Faucher chose to write about MPL and won. An event is planned to recognize Reese and to present the award.
Director Dunne also noted a grant of \$2,000 to \$3,000 from the NNY Library Network (sponsored by the Senior Planet Group) for a program for Older Adult Technical Services. The training and curriculum are provided free. Equipment would be shared

among participating libraries. Possible topics for classes to be held at the Library include Zoom and Gmail.

- E. Policy Review – Collection Development:** Revisions and updates on the collection and circulation policies are underway. The Director will forward these to Board members for feedback and discussion in order that these could be adopted at the March meeting.
- F. Circulation Reports:** The Director observed that there was a slight uptick in January; but not near pre-pandemic levels. She reported also that the new door counter has been installed. This will give an accurate count of library visits.
- G. Other Unfinished Business:** Director Dunne stated that ideas for use of DRI funds for the library has been forwarded to Supervisor Bellor and to Mayor Paquin. Liaison Miller brought it to the Director and Board’s attention that a meeting seeking Community Input regarding DRI funds will be held via Zoom on Feb. 14th at 1 PM. Director Dunne plans to attend.

III. New Business:

- A. Presentation of Bills for Payment:** Bills in the amount of \$7,046.94 were presented for payment. A motion was made by Treasurer McDonald, seconded by Secretary Ryan to pay the bills as presented. Carried 5-0
- B. Date of the Next Board Meeting:** The next Board meeting is scheduled for March 8, 2022 at 4 PM.
- C. Other New Business:** Planning will begin for both National Library Week and 125th Anniversary Celebration. Because of uncertain COVID restrictions, Fall may be a better time for holding a Community Fair.

IV. Adjournment: At 4:56 a motion was made by Secretary Ryan, seconded by Trustee Kirwan to adjourn the Feb. 8, 2022 Meeting. Carried 5-0