

# AGENDA

Meeting of the Board of Trustees of the Massena Public Library  
January 10, 2023  
4:15pm @ Massena Public Library

- I. Minutes of the December 6<sup>th</sup> – (special meeting)  
Minutes of the December 13<sup>th</sup> – (regular meeting)
- II. Public Comment
- III. Unfinished Business
  - A. Personnel
  - B. Budget
  - C. January Programs
  - D. Policy Vote – (a)Conflict of Interest Policy (b)Ethics Policy
  - E. Holiday Closing Dates
  - F. Long Range Plan - Review
  - G. Circulation Reports
  - H. Other Unfinished Business
- IV. New Business
  - A. Presentation of Bills for Payment
  - B. Library Giving Day (April 4<sup>th</sup>),  
National Library Week (April 23-29)
  - C. Date of Next Board Meeting – February 14, 2023
  - D. Other New Business
- IV. Adjournment

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 17<sup>th</sup>.  
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

Massena Public Library  
Special Meeting of Board of Trustees  
December 6, 2022

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

The December 6, Special Meeting was called to order by President Savoca at 4:14 PM.

At this meeting the Board of Trustees discussed the evaluation of the Board itself and of the Library Director.

**Adjournment:** At 5:36 PM Secretary Ryan made a motion, seconded by Trustee Kirwan to adjourn the Special Meeting. Carried 4-0

## **Massena Public Library Ethics Policy**

The Massena Public Library is dependent on the trust of its community to successfully achieve its mission. Public library trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Therefore, it is crucial that all trustees and employees conduct business on behalf of the Massena Public Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

### **Guiding Principles:**

- Trustees and employees should uphold the integrity of the Massena Public Library and should perform their duties impartially and diligently.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees and employees should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Trustees and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Trustees and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Massena Public Library.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board of Trustees even if they disagree.
- Trustees and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner. A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as trustees or employees.
- Trustees and employees should not use or attempt to use their position with the Massena Public Library to obtain unwarranted privileges or advantages for themselves or others.
- Trustees and employees should not be swayed by partisan interests, public pressure, or fear of criticism.
- Trustees and employees should not denigrate the organization or fellow trustees or employees in any public arena.

- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

**Therefore:**

To preserve and uphold the Massena Public Library's reputation as an organization of unimpeachable integrity, each trustee and employee will sign a "Conflict of Interest" statement and an "Ethics Statement" at the beginning of each calendar year (and at the commencement of his/her service) during their tenure with the Massena Public Library.

**Compliance:**

If any Trustee or the Director appears to be in conflict of the Guiding Principles above, he or she will be asked to meet with the Board of Trustees to discuss the issue. Employees who are or appear to be in conflict with the Guiding Principles will be asked to meet with the Director who will make a determination as to discipline or termination based on his or her findings.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Massena Public Library

## Board of Trustees and Library Employees

### Conflict of Interest Policy

No Board member or committee member of the Massena Public Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Massena Public Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

The existence of any such conflict and the process shall be documented in the minutes of any meeting in which the conflict was discussed or acted on.

Members of Massena Public Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

### Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Massena Public Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Massena Public Library.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name:

\_\_\_\_\_

Massena Public Library position:

\_\_\_\_\_  
This Policy was adopted by the Board of Trustees on XXXX XX, 20XX



# Massena Public Library

41 Glenn St.  
Massena, NY 13662  
(315) 769-9914  
maslib@ncls.org  
massenapubliclibrary.org

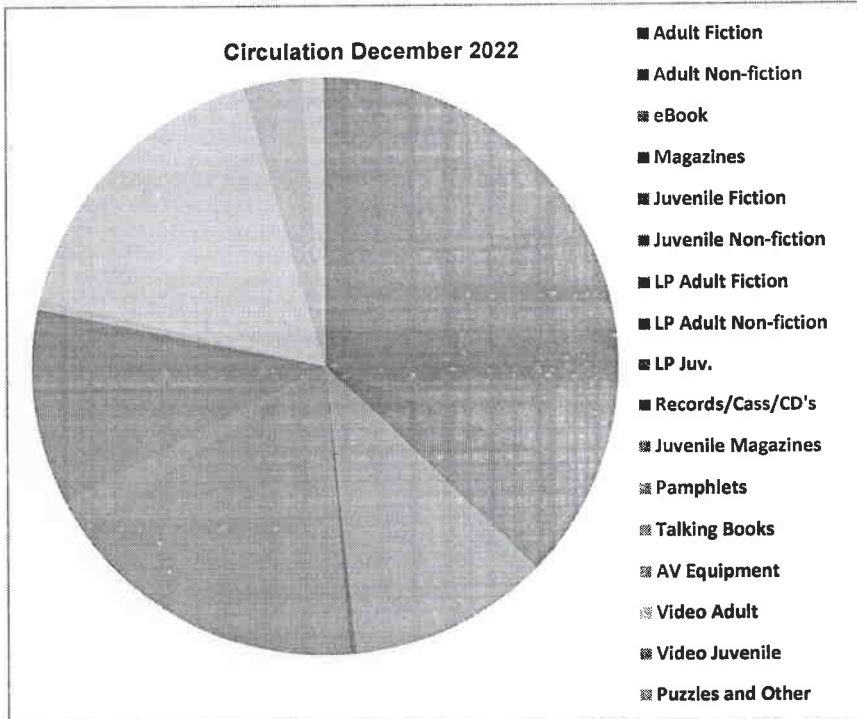
## Holiday Closures 2023 Schedule

January 2	New Year's Day (substitute)
January 16	Martin Luther King Jr. Day
February 20	President's Day
April 7	Good Friday
May 29	Memorial Day
July 4	Independence Day
September 4	Labor Day
October 9	Indigenous Peoples' Day/Columbus Day
November 10	Veterans Day (substitutue)
November 23	Thanksgiving Day
November 25	Day After Thanksgiving Day
December 25	Christmas Day
1 Floater Holiday	



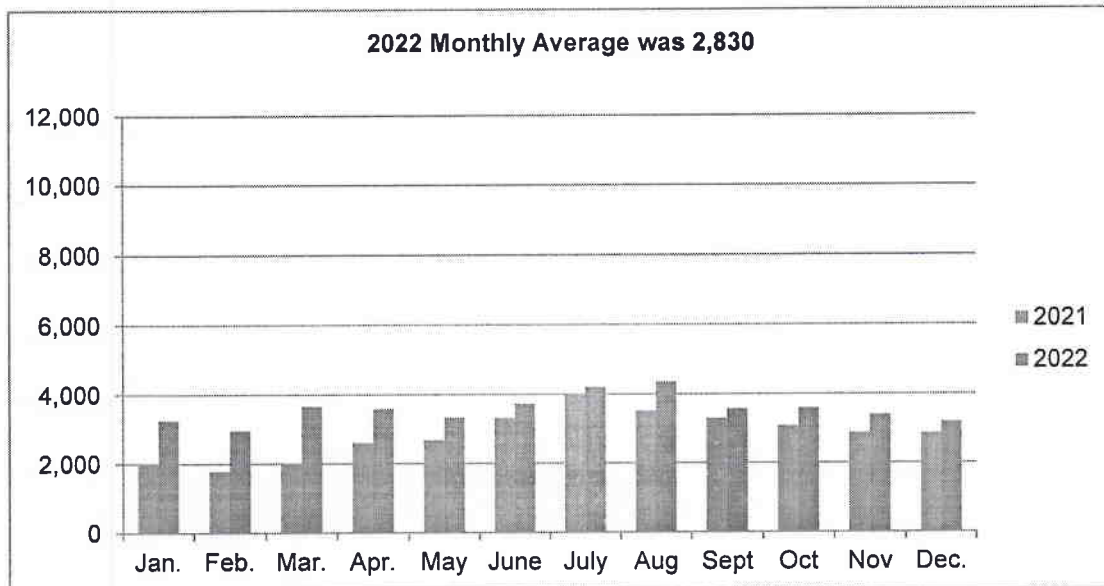
## MASSENA CIRCULATION REPORT FOR DECEMBER 2022

<u>Type</u>	<u>Dec-21</u>	<u>Dec-22</u>
Adult Fiction	984	999
Adult Non-fiction	227	193
eBook	351	354
Magazines	9	10
Juvenile Fiction	515	536
Juvenile Non-fiction	44	56
LP Adult Fiction	246	325
LP Adult Non-fiction	3	2
LP Juv.	-	-
Records/Cass/CD's	14	26
Juvenile Magazines	1	-
Pamphlets	-	-
Talking Books	39	18
AV Equipment	-	-
Video Adult	378	534
Video Juvenile	49	100
Puzzles and Other	6	40
<b>TOTAL</b>	<b>2,866</b>	<b>3,193</b>
<b>Computer Use</b>	<b>138</b>	<b>340</b>
<b>Wireless Usage</b>	<b>291</b>	<b>933</b>
<b>Databases</b>	<b>0</b>	<b>4</b>
<b>Meetings</b>	<b>0</b>	<b>11</b>
<b>Library Visits</b>	<b>0</b>	<b>3,750</b>
<b>Users Added</b>	<b>19</b>	<b>20</b>



**MASSENA PUBLIC LIBRARY  
CIRCULATION REPORT FOR DECEMBER 2022**

<u>Month</u>	<u>2021</u>	<u>2022</u>	<u>Library Visits</u>	
			<u>2021</u>	<u>2022</u>
Jan.	1,977	3,268	719	3,327
Feb.	1,788	2,954	722	3,030
Mar.	1,975	3,664	825	3,844
Apr.	2,618	3,583	1,785	3,892
May	2,678	3,335	2,564	4,171
June	3,319	3,720	3,033	4,524
July	3,973	4,215		4,522
Aug	3,526	4,356	3,324	4,768
Sept	3,292	3,568		4,462
Oct	3,076	3,587		4,111
Nov	2,875	3,395		4,249
<u>Dec.</u>	<u>2,866</u>	<u>3,193</u>		<u>3,750</u>
<b>TOTAL</b>	<b>33,963</b>	<b>42,838</b>	<b>12,972</b>	<b>48,650</b>



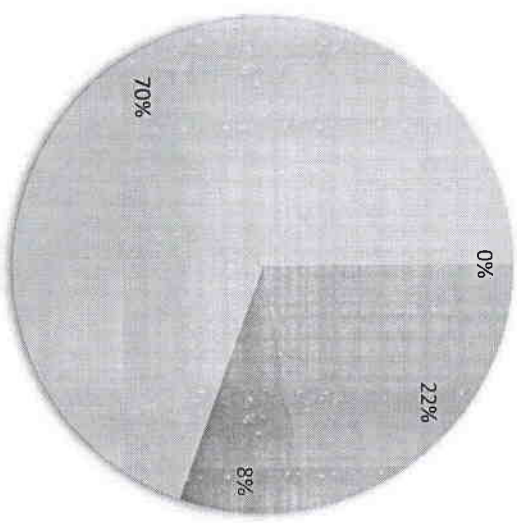
# December

## Overview

Program Type	Count	Percentage
Total Programs	36	0%
Kid Programs	8	22%
Teen Programs	3	8%
Adult Programs	25	69%
Open Programs	0	0%

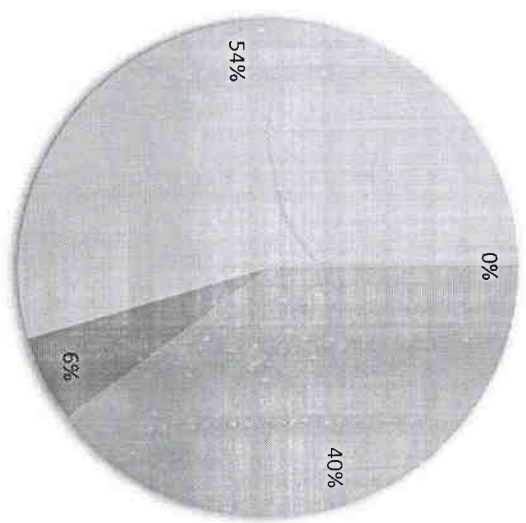
Participant Type	Count	Percentage
Total Participants	340	0%
Kid Participants	136	40%
Teen Participants	19	6%
Adult Participants	185	54%
Open Participants	0	0%

### Program Types



Legend: Kid Programs, Teen Programs, Adult Programs, Open Programs

### Participation



Legend: Kid Participants, Teen Participants, Adult Participants, Open Participants

**January 2023 Fiscal Summary**

<b><u>EXPENDITURES</u></b>	<b><u>ALLOCATED</u></b>	<b><u>EXPENDED</u></b>	<b><u>BALANCE</u></b>
<b>7410.41 Resources</b>	<b>\$ 19,141</b>	<b>710</b>	<b>18,432</b>
<b>7410.42 Maintenance</b>	<b>\$ 40,000</b>	<b>3,501</b>	<b>36,499</b>
<b>7410.44 Supplies</b>	<b>\$ 12,000</b>	<b>1,190</b>	<b>10,810</b>

MASSENA PUBLIC LIBRARY  
DECEMBER 2022 INVESTMENTS SUMMARY

**SAVINGS ACCOUNT - NNY COMMUNITY FOUNDATION INC.  
FLO DEAR AND ETHEL LEE LIBRARY FUND**

<u>DATE</u>	<u>BALANCE 12/1</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE 12/31</u>
12/31/2022	\$58,588.45				\$52,120.26

**SAVINGS ACCOUNT - NNY COMMUNITY FOUNDATION INC.  
MASSENA PUBLIC LIBRARY FUND**

12/31/2022	\$12,029.46				\$10,674.15
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**SAVINGS ACCOUNT - NBT (45687995)**

<u>DATE</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
12/31/2022	\$47,753.02	\$1,127.50	\$100.00	\$0.82	\$48,781.34

Deposit of \$950.00 from the Friends book sale. Deposit of \$137.50 from the lobby book sale.  
Deposit of \$40.00 for book bag sales. Withdrawal of \$100.00 for fee paid to Elly Prashaw.

**SAVINGS ACCOUNT - NBT (8003301010)**

<u>DATE</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
12/31/2022	\$60,147.71			\$1.53	\$60,149.24

**SAVINGS ACCOUNT - NBT (8003301046)**

<u>DATE</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
12/31/2022	\$6,092.81			\$0.16	\$6,092.97

**Account 8003301046-** \$300 is withdrawn annually for Mattis Award, which was established with a restricted donation for the award when interest rates were high and the award was smaller. If and when account is depleted, the Mattis Award will have to be supported with regular library funds.

**SAVINGS ACCOUNT - NBT (8003301071)**

<u>DATE</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
12/31/2022	\$2,161.00			\$0.06	\$2,161.06

**Account 8003301071-** Restricted for maintenance of the Seward and Mary Hanmer Memorial fountain or for plants or other items enhancing the fountain's appearance.

**SAVINGS ACCOUNT - NBT (8003301058)**

<u>DATE</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
12/31/2022	\$845.83			\$0.02	\$845.85

**Account 8003301058-** Restricted by ALCOA for children's materials and programs.

**TOTAL: \$180,824.87**

SUPERVISOR, TOWN OF MASSENA

LIBRARY FUND  
January 2023

The following claims having been presented to the Board of Trustees of the Massena Public Library, Massena, New York, duly authorized and allowed at a meeting thereof held on the 10th day of January 2023, in the amount hereinafter specified as shown on the attached duly authenticated vouchers;

You are hereby authorized and directed to pay each of the following claimants the amount allowed upon his claim as hereinafter stated, to be charged to the Library Fund of the Town of Massena, New York, pursuant to section 1122 of the Education Law.

Acct. #	Claim #	Claimant	Invoice #	Invoice Amt.	Total Amt.
7410.41	1	Baker & Taylor	2037169227	79.03	452.95
			2037184011	213.05	
			2037199557	160.87	
7410.41	2	Cenage Learning	79740611	61.58	256.55
			79768162	60.78	
			79787780	72.72	
			79794839	61.47	
7410.42	3	Amazon.com (prepaid)	113-2178869-1276267	37.13	0.00
7410.42	4	BC Cleaning	265427		96.18
7410.42	5	Liberty Utilities (prepaid)	12/8/22	1,449.03	0.00
7410.42	6	Massena Electric (prepaid)	12/9/22	453.13	0.00
7410.42	7	NCC Systems Inc	57132		108.00
7410.42	8	SLIC (prepaid)	3260130	22.67	0.00
7410.42	9	Triple A Building Center	4723763		21.49
7410.42	10	U.S. Bank Equipment Finance	490464492		131.74
7410.42	11	Usherwood Office Technology	1146072	187.71	375.42
			1154062	187.71	
7410.42	12	Valley Paper Company	25034	795.00	926.60
			25155	101.60	
			25140	30.00	
7410.42	13	Water Wise of America	66145		179.44
7410.44	14	Amazon.com (prepaid) \$90.93	113-8985742-6747414	69.99	0.00
			113-8095018-9649066	20.94	
7410.44	15	Carla's Greenery	1508		1,025.96
7410.44	16	Johnston's Water, LLC	530843		23.90
7410.44	17	W.B. Mason	234864419		34.19
7410.44	18	Zoom Video Communications (prepaid)	INV182736659	14.99	0.00
<b>GRAND TOTAL:</b>					<b><u>\$3,632.42</u></b>

Sworn to before me this

\_\_\_\_\_ day of January, 2023

Notary Public \_\_\_\_\_

TRUSTEES OF THE  
MASSENA PUBLIC LIBRARY

\_\_\_\_\_  
Treasurer