

AGENDA

Meeting of the Board of Trustees of the Massena Public Library
February 14, 2023
4:15pm @ Massena Public Library

- I. Minutes from the January 10th Meeting
- II. Public Comment
- III. Unfinished Business
 - A. New Trustee Jennifer Stokes – Vote
 - B. Personnel
 - C. Budget – Report from meeting with town auditors
 - D. Friends of the Library – Report from OGD Friends meeting
 - E. Roles & Responsibilities of Town Council & Library Board – Report from meeting with Town Supervisor and Town Library Liaisons
 - F. February Programs
 - G. Library Giving Day (April 4th) & National Library Week (April 23-29)
 - H. Policy Vote – (a)Internet Usage Policy (b)Internet Incident or Complaint Report (c) Library Equipment Usage Policy
 - I. Long Range Plan - Vote
 - J. Circulation Reports
 - K. Other Unfinished Business
- IV. New Business
 - A. Presentation of Bills for Payment
 - B. Draft Policies for Review – (a) Website & Social Media (b) Virtual Programming (c) Photo Release Form
 - C. POLARIS Training & Timeline
 - D. Date of Next Board Meeting – March 14, 2023
 - E. Other New Business
- IV. Adjournment

Massena Public Library

Meeting of Board of Trustees-January 10, 2023
4:15pm at Massena Public Library

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

Town Liaisons: Debbie Willer and Adrian Taraska

Director: Elaine Dunne

The January 10, 2023 meeting was called to order by President Savoca at 4:15 PM.

- I. **Minutes of December 6th – Special Meeting and Minutes of the December 13th – Regular Meeting:** After reading the minutes of the December 6th meeting a motion was made by Secretary Ryan, seconded by Trustee Kirwan to accept minutes as written. Carried 4-0. After reading the minutes of the December 13th meeting a motion was made by Treasurer McDonald, seconded by Secretary Ryan to accept the minutes as written. Carried 4-0
- II. **Public Comment:** There were no public comments at this meeting.
- III. **Election of Officers:** A motion was made by Treasurer McDonald, seconded by Secretary Ryan that Joseph Savoca remain as president. Carried 4-0 A motion was made by Secretary Ryan, seconded by Treasurer McDonald that Trustee Kirwan become Vice-President. Carried 4-0 A motion was made by Secretary Ryan, seconded by Vice-President Kirwan that Linda McDonald remain as Treasurer. Carried 4-0 A motion was made by Treasurer McDonald, seconded by President Savoca that Patty Ryan remain as Secretary. Carried 4-0.
- IV. **Unfinished Business:**
 - A. **Personnel Vacancy:** Director Dunne informed the Board that there are three applicants for the position of clerk. Interviews will be scheduled soon. Participating Board members will be notified as needed.
 - B. **Budget:** The question of a “fund balance” was addressed by Liaisons Taraska and Willer. Further questions will be addressed by Director Dunne and President Savoca to the auditor when the Town Auditor returns.
 - C. **January Programs:** The Director noted that December Program attendance had a few upward percentages. She is hopeful that the trend continues. In February the Massena Artist’s Association will host a show which will include works of local students. Also, in February the Sewing Lab will feature a Beginners Class. The goal there would be to help participants grow in confidence and engage in practical projects.
 - D. **Policy Vote – (a) Conflict of Interest Policy and (b) Ethics Policy:** A motion was made by Secretary Ryan, seconded by Vice-President Kirwan to accept the Conflict of Interest Policy as presented. Carried 4-0. A motion was made by Vice-President Kirwan, seconded by Treasurer McDonald to accept the Ethics Policy as presented. Carried 4-0.
 - E. **Holiday Closing Dates:** A motion was made by Secretary Ryan, seconded by Treasurer McDonald to adopt the Holiday Closing Dates as presented. Carried 4-0
 - F. **Long Range Plan – Review:** President Savoca will add wording to the plan which will focus on increasing the use of e-media and additional marketing of the Library and its services. This will include a monthly radio interview with the Director and additional submissions

Internet Use Policy – DRAFT (1/10/23)

Computer and Internet Purpose

The Massena Public Library provides quality materials for use by all patrons. To increase information available to the public beyond the confines of the library's own collection, the library provides computer and internet access in support of its goals to meet the educational, informational, cultural and recreational needs of its patrons.

Internet Use

The internet is accessible to the public on library computers and through the library's wireless network. A free library card with associated PIN is needed to use library computers which have wired internet access. Free Wi-Fi access is available, with no library card or password needed, within the library building and the grounds. Wireless signal strength depends on location and distance to a router. If the signal strength is weak, patrons may need to move to a different location. The Massena Public Library does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content. The internet and its resources may contain controversial or inappropriate material but the Massena Public Library does not restrict access or protect users from information that they may find offensive. Patrons use the internet at their own risk. The Massena Public Library is not responsible for the availability and accuracy of information found on the internet.

Computer and Internet Usage by Minor Children

Parents and legal guardians of minor children, not the Massena Public Library, are responsible for their children's use of the internet through the library Wi-Fi. This includes what the children read or view online and offline. Massena Public Library does not use filtering software on any public computers to restrict access to material that some parents may find offensive or controversial. Parents and caregivers are therefore encouraged to supervise their children's internet use. Parents should caution their minor children about sharing personal information or interacting with strangers while on the internet and instruct them on safety measures to use.

Safety

The Massena Public Library uses software to block access to internet sites which pose a threat to the library's computers or network. These sites include those which contain malware, malicious software and actions, phishing or spyware. The Massena Public Library assumes no responsibility for damages of any type arising from patron use of the internet through the library's network. The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer or device from the use of data downloaded from the library's Internet service.

Prohibited Uses

Illegal activities or any other activities intended to disrupt network services or destruction or damage to equipment software or data belonging to the Massena Public Library or others are

Internet Incident or Complaint Report – DRAFT (1/10/23)

Complete this form to report any event which occurred due to the misuse of the Massena Public Library's computers, according to the library's Internet Use Policy. This report should be completed as soon as possible after the occurrence.

Date:

Time:

Name of computer user, if known:

Does the computer user have a library card?:

Description of the individual, so that library staff may recognize the person if there are future incidents. (gender, age, height, facial or physical features, clothing, etc.)

Name of patron making complaint, if known:

Name of staff involved who observed misuse, spoke to computer user or received patron's complaint:

Describe event, documenting as many details as possible. (specific inappropriate website address, if known, text or graphics, description of image(s), etc.) Use back of form for additional space.

If staff spoke to computer user, describe his/her response and if he/she terminated access to material.

Additional comments or concerns.

Was the Police Department called and any outcome?

Name of staff member completing form and date:

Library Equipment Usage Policy – DRAFT (1/10/23)

Computers and Printers

Patrons may register to use the computers in the Computer Room for one 90-minute session a day unless given permission by a supervisory staff member to exceed that time. Patrons may only use their own library card, or request a temporary pass from library staff, for computer access. If patron require a computer for a short period of time they will be guided to the 15 Minute Computer beside the circulation desk. Printing charges are \$0.25 per black and white page and \$0.75 per color page. The library provides staff support for computer and internet access. Library staff support may be limited regarding personal devices. Food and drinks are not permitted in the Computer Room. Loud talking, telephone use or other behavior disruptive to other patrons will not be permitted in the computer room.

Photocopy and Fax Machine

A photocopy machine is available to patrons who wish to copy materials at the rate of \$0.15 per page. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user. Patrons may send and receive faxes during normal business hours only. Items to be faxed will be given to a staff member at the Circulation Desk to send. Fees for fax machine use are:

To send: \$2.00 for first page and \$0.15 for all other pages.

To receive: \$1.00 for the first page and \$0.15 for all other pages.

Scanner

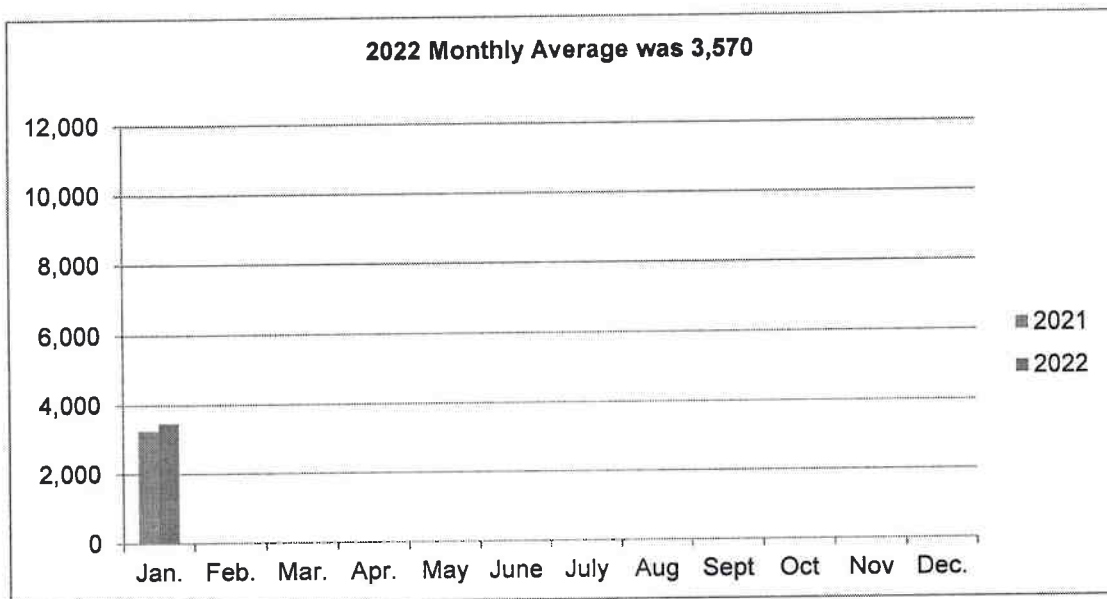
Library staff will scan a patron document from the library scanner to the 15-minute computer. The image will be available in the "Scans File" on the computer. The patron should delete the image when finished downloading the image from the computer. There is no charge for scanning services.

Memory Station

The library digitization station is available to all patrons who would like to digitize their video tapes, color slides, color negatives, DVD's, music albums, 45's or cassette tapes. The patron must register for a training session before being permitted to use the equipment independently. There is no charge for memory station usage, but patrons must reserve a block of time to utilize the equipment. Patrons are responsible for purchasing a storage device for their scanned materials.

MASSENA PUBLIC LIBRARY CIRCULATION REPORT FOR JANUARY 2023

<u>Month</u>	<u>Library Visits</u>			
	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>
Jan.	3,268	3,488	3,327	3,787
Feb.				
Mar.				
Apr.				
May				
June				
July				
Aug				
Sept				
Oct				
Nov				
<u>Dec.</u>				
TOTAL	3,268	3,488	3,327	3,787

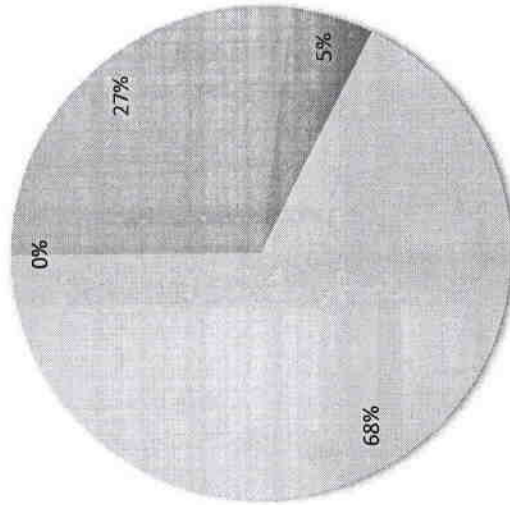


JANUARY

Overview

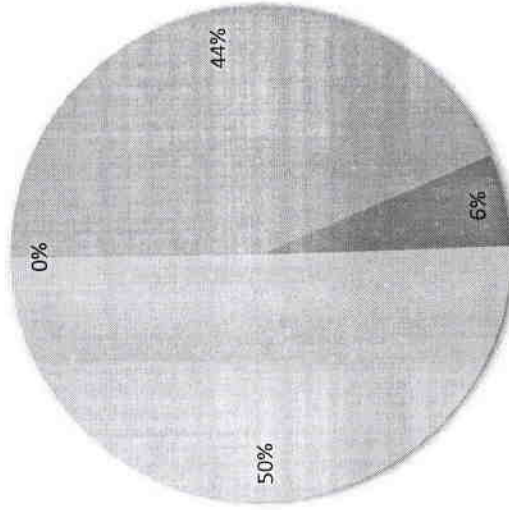
	37	%		270	%
Total Programs	37		Total Participants	270	
Kid Programs	10	27%	Kid Participants	118	44%
Teen Programs	2	5%	Teen Participants	16	6%
Adult Programs	25	68%	Adult Participants	136	50%
Open Programs	0	0%	Open Participants	0	0%

Program Types



■ Kid Programs ■ Teen Programs ■ Adult Programs ■ Open Programs

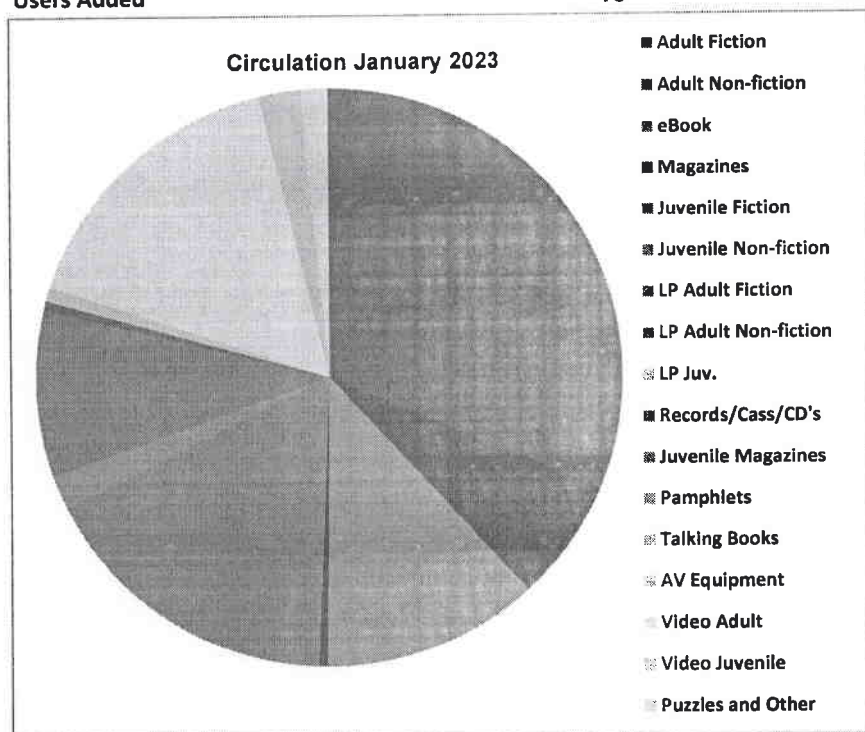
Participation



■ Kid Participants ■ Adult Participants ■ Teen Participants ■ Open Participants

MASSENA CIRCULATION REPORT FOR JANUARY 2023

<u>Type</u>	<u>Jan-22</u>	<u>Jan-23</u>
Adult Fiction	1,110	1,095
Adult Non-fiction	259	240
eBook	399	416
Magazines	5	16
Juvenile Fiction	661	592
Juvenile Non-fiction	83	66
LP Adult Fiction	295	326
LP Adult Non-fiction	3	4
LP Juv.	1	-
Records/Cass/CD's	15	13
Juvenile Magazines	-	-
Pamphlets	-	-
Talking Books	26	28
AV Equipment	-	-
Video Adult	372	561
Video Juvenile	31	78
Puzzles and Other	8	53
TOTAL	3,268	3,488
Computer Use	174	225
Wireless Usage	890	
Databases	0	10
Meetings	0	5
Library Visits	3,327	3,787
Users Added	19	39



**MASSENA PUBLIC LIBRARY
JANUARY 2023 INVESTMENTS SUMMARY**

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

<u>DATE</u>	<u>BALANCE 1/1</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE 1/31</u>
1/31/2023	\$58,588.45				\$52,120.26

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

1/31/2023	\$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>
1/31/2023	\$48,781.34	\$334.00	\$350.00	\$0.83	\$48,766.17

Deposit of \$234.00 from the lobby book sale. Deposit of \$30.00 from the coffee bar.
Deposit of \$70.00 for book bag sales. Withdrawal of \$350.00 for fee paid to Kris Rozelle, Children's Art Academy.

SAVINGS ACCOUNT - NBT (8003301010)

<u>DATE</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
1/31/2023	\$60,149.24			\$1.53	\$60,150.77

SAVINGS ACCOUNT - NBT (8003301046)

<u>DATE</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
1/31/2023	\$6,092.97			\$0.16	\$6,093.13

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>
1/31/2023	\$2,161.06			\$0.06	\$2,161.12

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>
1/31/2023	\$845.85			\$0.02	\$845.87

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

TOTAL: \$180,811.47

SUPERVISOR, TOWN OF MASSENA

LIBRARY FUND
February 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 14th day of February 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	19	Amazon.com (prepaid)	113-5283165-3929031	14.99	0.00
7410.41	20	Baker & Taylor	2037225375 2037237476 2037249773 H63625990 2037262162 2037274535 2037279787 2037290675	74.94 154.45 144.45 26.07 223.30 233.88 25.42 182.59	1,065.10
7410.41	21	Capital One	560391666 561036833 561041801 272111118	151.68 (17.96) 61.84 144.64	340.20
7410.41	22	Cenage Learning	79960848 80136628 80178878	30.39 71.97 61.47	163.83
7410.42	23	ABS (prepaid) \$257.22	582517 583932	128.61 128.61	0.00
7410.42	24	BC Cleaning	265428		96.18
7410.42	25	Colton Glass & Mirror, Inc.	4489		175.00
7410.42	26	Liberty Utilities (prepaid)	1/9/23	994.53	0.00
7410.42	27	Massena Electric (prepaid)	1/6/23	600.36	0.00
7410.42	28	NCC Systems Inc	68813		108.00
7410.42	29	North Country Library System	7494 7425	133.74 2,722.78	2,856.52
7410.42	30	Premier Paging Inc. (prepaid)	03615	39.97	0.00
7410.42	31	SLIC (prepaid) \$45.34	3289081 3318767	22.67 22.67	0.00
7410.42	32	Triple A Building Center	4724554 4714513	3.78 (1.89)	1.89
7410.42	33	U.S. Bank Equipment Finance	492939665		131.74
7410.42	34	Usherwood Office Technology	1163045		187.71
7410.42	35	Village of Massena, Water (prepaid)	1/13/23	77.86	0.00
7410.42	36	Water Wise of America	66405		179.44
7410.44	37	Amazon.com (prepaid) \$77.71	113-5283165-3929031 113-5777570-0899403 113-7182007-6796620	10.16 38.57 28.98	0.00

Acct. #	Claim #	Claimant	Invoice #	Invoice Amt.	Total Amt.
7410.44	38	Capital One	560393561	21.35	
			561041884	6.26	
			560388790	8.50	
			572111218	5.46	41.57
7410.44	39	Jeanna Matthews	2/4/23		200.00
7410.44	40	Johnston's Water, LLC	546444	20.90	
			563063	23.90	44.80
7410.44	41	North Country Library System	7495		41.88
7410.44	42	NYS Parks Store (prepaid)	8001103-1A6	70.00	0.00
7410.44	43	Paypal *HUSTLEBUSTL (prepaid)	202302014247724	101.88	0.00
7410.44	44	Zoom Video Communications (prepaid)	INV187287536	14.99	0.00
GRAND TOTAL:					<u>\$5,633.86</u>

Sworn to before me this

_____ day of February, 2023

Notary Public _____

TRUSTEES OF THE
MASSENA PUBLIC LIBRARY

Treasurer

Website and Social Media Policy – DRAFT (2/14/2023)

Purpose

For the purpose of this policy, social media is defined as any site, application, or account used to facilitate information-sharing and to create a welcoming space to interact with other users. The Massena Public Library may use social media across a variety of platforms to engage with the community and promote library services, literacy and learning in all its forms, and library news at the local, state and national levels.

Rules for Posting

The Massena Public Library is represented through the official social media channels by the staff members, who serve as administrators. Administrators are appointed by the Director and content is approved by the Director. Administrators are responsible for monitoring and responding to public comments and questions. The administrators are responsible for managing original and adapted/shared content. The library is not and cannot be responsible for the content, availability, or accuracy of posts by users or any other entity or for any websites linked to or from the library's social media.

The following types of content will not be posted by library staff and will be removed if posted by the public:

- Obscene, racist, discriminatory content
- Personal attacks, insults, or threatening language
- Potentially libelous or slanderous statements
- Private, personal information published without consent
- Any Massena Public Library or Town of Massena confidential information, including financial information, potential projects or contracts, legal information, or patron records
- Comments or hyperlinks that are clearly off topic
- Advertisements, commercial promotions or spam
- Postings/comments in violation of copyright, trademark right, or other intellectual property right of any third party
- Illegal activity or promoting illegal activity

Prohibited material will be removed by staff administrators after creating a record and notifying the director. Repeat offenders may be permanently banned or blocked from the social media site by the director. Complaints or negative comments will not be deleted, but will be engaged like any other patron complaint. Administrators may move the discussion to a private venue such as chat, messaging or in person. As with all other resources provided by the Massena Public Library, parents or guardians are responsible for social media use by their children.

The Massena Public Library reserves the right to reproduce comments, posts, and messages. For example, a response to a Facebook post may be quoted in a newspaper or on the library