

Massena Public Library

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

**Present:** President Joseph Savoca, Vice-President Marie Kirwan, Treasurer Linda McDonald, Secretary Patty Ryan, Trustee Jennifer Stokes

**Town Liaison:** Deb Willer

**Director:** Elaine Dunne

The February 14, 2023 meeting was called to order by President Savoca at 4:15 pm.

- I. **Minutes of January 10<sup>th</sup> Meeting:** After reading the minutes of the January 10<sup>th</sup> meeting a motion was made by Secretary Ryan, seconded by Treasurer McDonald to accept the minutes as written. Carried 5-0
- II. **Public Comment:** There were no public comments at this meeting.
- III. **Unfinished Business:**
  - A. **New Trustee:** Citing Ed. Law 226 “The trustees of every corporation created by the regents...may: 4 Fill any vacancy occurring in the office of any trustee by electing another for the unexpired term” President Savoca made a motion, seconded by Secretary Ryan that Jennifer Stokes be approved to fill the unexpired term of Susan Gray, until Dec. 2025. Carried 4-0
  - B. **Personnel:** Director Dunne reported that after nine interviews Elizabeth Currier was chosen to fill the part time position of library clerk-technical services. Citing Ed. Law Section 226 “The trustees of every corporation created by the regents...may:7. Appoint and fix the salaries of such officers and employees as they shall deem necessary...” President Savoca made a motion, seconded by Vice-President Kirwan that Elizabeth Currier be hired to fill the said position for twenty hours per week. Carried 5-0  
Director Dunne submitted to the board her notice of retirement effective June 30, 2023.
  - C. **Budget-Report from meeting with town auditors:** Director Dunne and President Savoca met with the Town’s auditors. The auditors confirmed that the Unrestricted Cash Assets, excluding the amount received for the LED Lighting Construction Project, is \$249.217, almost exactly the amount allocated by the Massena Town Council for library expenses in 2023. When the succeeding financial audits for 2021 and 2022 are completed, there should be greater certainty about funding available from year to year for operational expenses.
  - D. **Friends of the Library-Report from Ogdensburg Friends Meeting:** On February 8<sup>th</sup> Director Dunne, President Savoca, Secretary Ryan and Friend Jane Mogle-Besaw attended and were welcomed at a Friends of the Library meeting at the Ogdensburg Public Library. There was a very informative exchange of organizational plans and fund raising ideas.
  - E. **Roles & Responsibilities of Town Council & Library Board-Report from meeting with Town Supervisor and Torn Library Liaisons:** On February 6<sup>th</sup> President Savoca and Secretary Ryan met with Supervisor Bellor and Town Liaisons Deb Willer and Adrian Taraska to discuss developing a Memorandum of Understanding between the Town and

the Library Board. The hope was to clarify that as a sponsored organization the Library is not a department of the Town and as such is responsible for hiring, determining wages and using funding as they deem appropriate. While the discussion was respectful and communicative it veered more into the possibility of a school district ballot.

- F. February Programs:** The February Newsletter announced an organizational meeting Friends of the Library on the 22<sup>nd</sup> at 3PM, the formation of an adult Dungeons & Dragons, a Basket Making class with Ann French on the 23<sup>rd</sup>, Massena Arts Academy with Kris Rozelle, Special STEM activities for kids during Winter Break (Feb. 21-24), and the Massena Artists Association Open Show on March 4<sup>th</sup>-25<sup>th</sup> for which work is being accepted on Feb. 15<sup>th</sup> from 5 to 7PM and on Feb. 18<sup>th</sup> from 10AM until 12:30PM. Regular programming such as the sewing lab, Geri-Fit, Chair Yoga, monthly movie, Lego Club, Babies Music & Movement, Family Story Time, Library Tween & Adult Book Clubs is ongoing.
- G. Library Giving Day & National Library Week (April 23-29):** After discussion Director Dunne and the Board decided to place Library Giving Day on the Monday, April 24<sup>th</sup> of National Library Week. The Director will look into ordering mugs and book bags, both with the Library's logo, to have for sale throughout that week and after. Some of the outreach to the community this year will come from the Friends. More planning is in store.
- H. Policy Vote-(a)Internet Usage Policy (b)Internet Incident or Complaint Report(c)Library Equipment Usage Policy:** A motion was made by Secretary Ryan, seconded by Vice-President Kirwan to adopt these policies as presented. Carried 5-0
- I. Long Range Plan-Vote:** A motion was made by Secretary Ryan, seconded by Trustee Stokes to approve the review of the Long Range Plan. Carried 5-0
- J. Circulation Reports:** Circulation continues to improve in most areas.
- K. Other Unfinished Business:** Director Dunne informed the Board that the Annual Report to the New York State Education Department is nearing completion. She also informed the Board that new printers from Usherwood are on the way. Since the color printer is on order the company will provide a loaner in the interim.

#### **IV. New Business:**

- A. Presentation of Bills for Payment:** Bills in the amount of \$5,633.86 were presented for payment. A motion was made by Treasurer McDonald, seconded by Vice-President Kirwan to pay the bills as presented. Carried 5-0
- B. Draft Policies for Review-(a)Website & Social Media(b)Virtual Programming(c)Photo Release Form:** Director Dunne provided these policies for review, voting will take place on the March 14<sup>th</sup> meeting.
- C. POLARIS Training & Timeline:** Director Dunne announced that she and the library staff will be receiving training on this new NCLS program. Some in Lisbon on April 26<sup>th</sup> and some onsite at our Library.
- D. Date of the Next Board Meeting:** The next regular meeting of the MPL Board will be on March 14, 2023 at 4:15PM at the Massena Public Library.
- E. Other New Business:** No other new business was discussed.

- V. **Adjournment:** At 5:53 Secretary Ryan made a motion seconded by Trustee Stokes to adjourn the Feb. 14, 2023 regular meeting of the Massena Public Library Board of Trustees. Carried 5-0

**Tasks:** Joseph to contact Matt Corey at NCLS concerning director hiring process.

Elaine to order bags & mugs and investigate activities for National Library Week 4/23-4/29 and for **Library Giving Day – Mon. 4/24/23**

**Announcements:** Trustee Handbook Book Club Tues. 2/21/23 @ 5PM

Friends Organizational meeting Wed. 2/22/23 3PM

Board of Trustees Meeting Tues. 3/14/23 4:15PM