

# AGENDA

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

- I. Minutes from the February 14<sup>th</sup> Meeting  
Minutes from February 21<sup>st</sup> Special Meeting  
Minutes from February 28<sup>th</sup> Special Meeting
- II. Public Comment
- III. Unfinished Business
  - A. Guest – Matt Corey, NCLS - St. Lawrence Co. Consultant
  - B. Personnel
  - C. Friends of the Library
  - D. March Programs
  - E. Library Giving Day (April 24<sup>th</sup>) & National Library Week (April 23-29)
  - F. Policy Vote – (a)Website & Social Media Policy (b)Virtual Programming Policy (c) Photo Release Form
  - G. Conflict of Interest Policy – Signatures
  - H. Circulation Reports
  - I. Other Unfinished Business
- IV. New Business
  - A. Presentation of Bills for Payment
  - B. Date of Next Board Meeting – April 11, 2023
  - C. Other New Business
- IV. Adjournment

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

Massena Public Library

Minutes of Special Meeting – February 21, 2023 1PM at Massena Public Library

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

The special meeting was called to order by President Savoca at 1:02 PM.

At 1:04 President Savoca made a motion, seconded by Treasurer McDonald to go into executive session to discuss the employment history and matters leading to the appointment to a particular position.  
Carried 4-0

Trustee Stokes joined the meeting at 1:05.

A motion was made by Treasurer McDonald, seconded by Trustee Stokes to return to regular session at 2:56. Carried 5-0

Another special meeting of the Board was scheduled for February 28, 2023 at Noon in the Library.

At 2:58 a motion was made by Secretary Ryan, seconded by Vice President Kirwan to adjourn the special meeting. Carried 5-0

Massena Public Library

Minutes of Special Meeting – February 28, 2023

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

Library Employee : Alicia Steenberg

The special meeting was called to order by President Savoca at 12 PM.

At 12:02 Secretary Ryan made a motion, seconded by President Savoca, to go into executive session to discuss the employment history and matters leading to the appointment to a particular position.

Carried 5-0

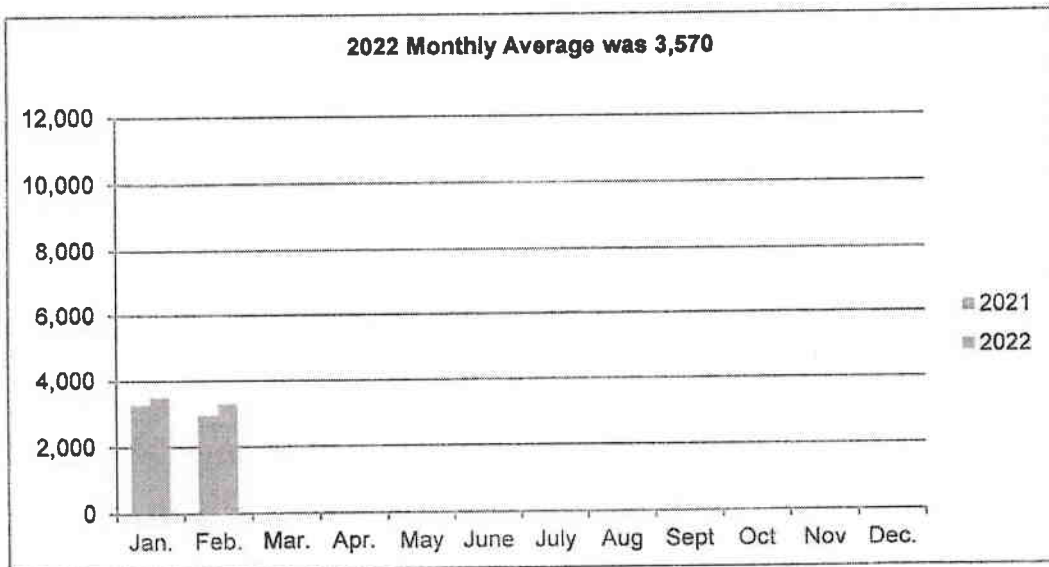
Trustee Stokes left the meeting at 1 PM

At 1:08 a motion was made by Secretary Ryan, seconded by President Savoca to return to regular session. Carried 4-0

At 1:08 a motion was made by Vice President Kirwan, seconded by Treasurer McDonald to adjourn the February 28, 2023 Special Meeting.

**MASSENA PUBLIC LIBRARY  
CIRCULATION REPORT FOR FEBRUARY 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.	2,954	3,284	3,030	3,759
Mar.				
Apr.				
May				
June				
July				
Aug				
Sept				
Oct				
Nov				
<u>Dec.</u>				
<b>TOTAL</b>	<b>6,222</b>	<b>6,772</b>	<b>6,357</b>	<b>7,546</b>



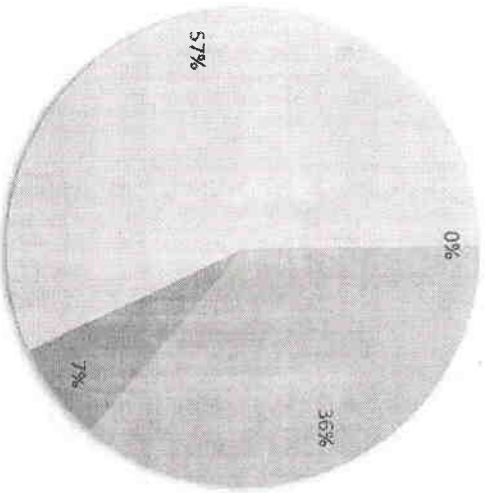
# February

## Overview

Total Programs	51	%
Kid Programs	16	31%
Teen Programs	3	6%
Adult Programs	25	49%
Open Programs	0	0%

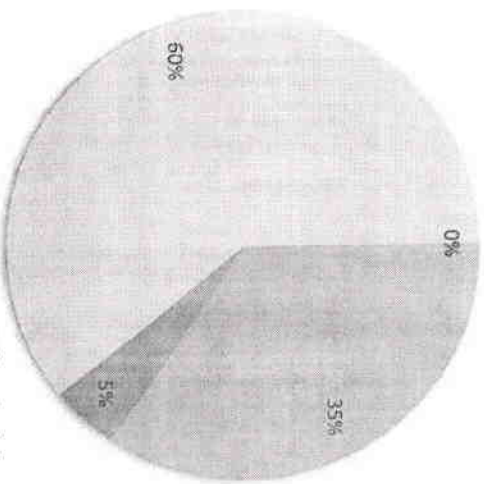
Total Participants	394	%
Kid Participants	96	24%
Teen Participants	13	3%
Adult Participants	168	43%
Open Participants	0	0%

## Program Types



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

## Participation



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



March 2023 Fiscal Summary

<u>EXPENDITURES</u>	<u>ALLOCATED</u>	<u>EXPENDED</u>	<u>BALANCE</u>
<b>7410.41 Resources</b>	\$ 19,141	8,523	<b>10,618</b>
<b>7410.42 Maintenance</b>	\$ 40,000	14,356	<b>25,644</b>
<b>7410.44 Supplies</b>	\$ 12,000	2,712	<b>9,288</b>

**MASSENA PUBLIC LIBRARY  
FEBRUARY 2023 INVESTMENTS SUMMARY**

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

<u>DATE</u>	<u>BALANCE 2/1</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE 2/28</u>
2/28/2023	\$52,883.72				\$52,883.72

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

2/28/2023	\$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>
2/28/2023	\$48,766.17	\$540.50		\$0.75	\$49,307.42

Deposit of \$171.00 from the lobby book sale. Deposit of \$360.00 from the FOL membership.  
Deposit of \$9.50 from Amazon Smile.

**SAVINGS ACCOUNT - NBT (8003301010)**

<u>DATE</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
2/28/2023	\$60,150.77			\$1.38	\$60,152.15

**SAVINGS ACCOUNT - NBT (8003301046)**

<u>DATE</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
2/28/2023	\$6,093.13			\$0.14	\$6,093.27

**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>
2/28/2023	\$2,161.12			\$0.05	\$2,161.17

**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>
2/28/2023	\$845.87			\$0.02	\$845.89

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

**SAVINGS ACCOUNT - NYCLASS 9NY-01-0307-0027)**

<u>Date</u>	<u>BALANCE</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>	<u>INTEREST</u>	<u>BALANCE</u>
2/28/2023	\$10,000			\$9.70	\$10,009.70

**Account NY-01-0307-0027 -** Restricted for books and magazines. Donation of \$10,000 from anonymous patron.

**TOTAL: \$192,127.47**

SUPERVISOR, TOWN OF MASSENA

LIBRARY FUND  
March 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 March 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	45	Baker & Taylor	2037297735	289.79	1,104.73
			H63223970	26.07	
			2037319384	161.76	
			2037323773	33.33	
			H64294100	26.07	
			2037351934	157.40	
			2037347066	385.01	
			2037354784	25.30	
7410.41	46	Capital One	582314199	131.68	190.52
			588835762	58.84	
7410.41	47	Cenage Learning	80631281	91.97	225.41
			80709848	72.72	
			80720768	60.72	
7410.41	48	Center Point Large Print	1970993		4,530.24
7410.41	49	Discount Magazine, Inc.	3094028		142.00
7410.41	50	Johnson Newspaper Corp.	2/21/23		109.20
7410.42	51	ABS (prepaid) \$128.61	586122	128.61	0.00
7410.42	52	Barkley's Safe & Lock	25404		172.80
7410.42	53	BC Cleaning	265429		96.18
7410.42	54	Capital One	582314448	12.60	33.08
			588835865	20.48	
7410.42	55	Liberty Utilities (prepaid)	2/8/23	2,056.31	0.00
7410.42	56	Massena Electric (prepaid)	2/8/23	517.92	0.00
			3/6/23	621.61	
		\$1,139.53			
7410.42	57	Midstate Industrial Supply (prpd)	23-79074	45.00	0.00
7410.42	58	North Country Library System	7547		133.74
7410.42	59	U.S. Bank Equipment Finance	495282618		135.47
7410.42	60	Usherwood Office Technology	1171899		187.71
7410.42	61	Valley Paper Company	25599	456.45	795.45
			25648	339.00	
7410.42	62	Water Wise of America	66609		179.44
7410.44	63	Amazon.com (prepaid) \$53.97	113-8927588-1193666	12.88	0.00
			113-4317309-1197831	23.22	
			113-5482366-6565048	17.87	

Acct. #	Claim #	Claimant	Invoice #	Invoice Amt.	Total Amt.
7410.44	64	Capital One	582314385		19.48
7410.44	65	Demco Inc.	7255373 7281708	59.84 81.83	121.67
7410.44	66	Johnson Newspaper Corp. (prpd)	20456517	446.00	0.00
7410.44	67	Johnston's Water, LLC	579677		30.35
7410.44	68	Robert Moses State Park (prpd)	2-44885199	62.25	0.00
7410.44	69	W.B. Mason	236667783		159.28
7410.44	70	Zoom Video Communications (prepaid)	INV191626068	15.99	0.00
<b>GRAND TOTAL:</b>					<b><u>\$8,366.75</u></b>

Sworn to before me this

\_\_\_\_\_ day of March, 2023

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

TRUSTEES OF THE  
MASSENA PUBLIC LIBRARY

Treasurer \_\_\_\_\_