

Massena Public Library

Meeting of Board of Trustees-January 16, 2024-4:15 at the Massena Public Library

(This meeting was rescheduled from Jan. 9, 2024-because of bad weather and an early library closure.)

Present: President Joseph Savoca, Vice-President Jennifer Stokes, Treasurer Linda McDonald, Secretary

Patty Ryan

Trustee: Kay Romeo excused

Director: Krista Briggs

Town Liaison: Ray Lancto

Friends of MPL Co-presidents: Jane Mogle-Besaw and Donna Bourdon

- I. **Call to Order:** The Jan. 16, 2024 meeting was called to order by President Savoca at 4:15PM.
- II. **Approval of the Agenda:** Before accepting the Agenda Director Briggs asked to add the hiring of a new Library Aide and approval of holiday closures. A motion was made by Vice-President Stokes, seconded by Treasurer McDonald, to accept the additions. Carried 4-0
- III. **Approval of Minutes for December 14, 2023 Meeting and December 22, 2023 Special Meeting:** A Motion was made by Secretary Ryan, seconded by Treasurer McDonald to accept Minutes of both meetings as written as written. Carried 4-0
- IV. **Public Comments:** There were no public comments at this meeting.
- V. **Unfinished Business:**
 - a. **New Trustee Appointment:** President Savoca noted that Secretary Ryan had taken the oath to serve on the MPL Board for another five years.
 - i. **Seating chart:** Secretary Ryan shared the seating chart showing individual Board members terms and dates of expiration.
 - ii. **Election of Officers:** Secretary Ryan nominated Joseph Savoca to be president, seconded by Treasurer McDonald. Carried 4-0
Secretary Ryan nominated Jennifer Stokes to be Vice-President, seconded by Treasurer McDonald. Carried 4-0
Treasurer McDonald nominated Patty Ryan to be Secretary, seconded by Vice-President Stokes. Carried 4-0
Vice-President Stokes nominated Linda McDonald to be Treasurer, seconded by Secretary Ryan. Carried 4-0
 - iii. **Compliance Forms:** President Savoca noted the inclusion of the Ethics Policy, Conflict of Interest Policy, and the New York State Sexual Harassment Prevention Training Assessment Form. These are to be completed and signed before our next meeting. Trustee Education forms were also distributed in order that trustees can record and report 2 hours of education during the year.
 - b. **Programs Report:** Program participation was up on December because of high participation in the Friends of MPL activities.
 - c. **Circulation Report:** Circulation is increasing. Director Briggs remarked that library numbers for visits and wireless usage are on a par with our closest big library neighbors; Potsdam, Canton and Ogdensburg.
 - d. **Social Media Report:** Director Briggs pointed out the spikes in Facebook visits, reach, likes and follows. Good indicators of interest in library activities.

- e. **Financial Report:** Director Briggs and the Friends Co-presidents remarked on the very successful event held on December 9, 2023. The Book Sale, Santa’s visit, the Lottery Raffle, Bake Sale and Holiday Music. A success of over \$2,000 in fund raising and immeasurable success in community building.
 - i. **Investments Summary:** Vice-President Stokes asked about the ALCOA account which is restricted for use purchasing Children’s materials. This account will be used for the next purchase of children’s books, effectively closing this account.
 - ii. **Fiscal Summary:** Information noted.
- f. **Friends Report – Secretary Ryan as Liaison:** Secretary Ryan remarked about the successful Dec. 9 Events and the ongoing work of the Board/Friends work on the steering committee in planning for the upcoming referendum.
 - i. **National Library Week:** The week of April 7-13 is National Library Week. A calendar week long events is being planned.
 - ii. **Library Giving Day:** Giving Day will be part of the week. Plans for this are in progress.
- g. **School Library District Referendum-Spring 2024:** Director Briggs and President Savoca met with School Superintendent Burke recently to discuss plans. While Superintendent Burke supports the library personally, he will remain politically neutral. Director Briggs will email Mr. Burke on Jan. 17th to check on legal progress toward determining the date on which the vote will be held. Director Briggs will also contact the library’s attorney to confirm wording for the voting Proposition and Trustees’ petitions.
- h. **Other Unfinished Business:**
 - i. **Library Aide:** Director Briggs asked the Board to approve the hiring of Cassie Stearns as Library Aide at the pay rate of \$15.30 per hour/ 16 hours per week. A motion was made by Treasurer McDonald, seconded by Vice-President Stokes to approve. Carried 4-0
 - ii. **Holiday & Pre-Holiday Early Closures:** Director Briggs shared dates of both Holiday and pre-holiday early closures. A motion was made by Secretary Ryan, seconded by Vice-President Stokes to accept the closures as presented and additionally, to close at 1PM on the days before Thanksgiving, Christmas and New Year’s. Carried 4-0
- VI. **Director’s Report:** Director Briggs shared schedule of meetings, trainings and appointments for the month. Plans are in progress for activities surrounding the Solar Eclipse.
- VII. **New Business:**
 - a. **Presentation of Bills for Payment:** Bills in the amount of \$4,190.76 were presented for payment. A motion was made by Treasurer McDonald, seconded by Vice-President Stokes to pay the bills as presented. Carried 4-0
 - b. **Other New Business:** No other new business was discussed.
- VIII. **Next Meeting-Feb. 14, 2024; All meeting dates included in Board Packet.**
- IX. **Adjournment:** At 5:16 a motion was made by Secretary Ryan, seconded by Vice-President Stokes to adjourn the meeting. Carried 4-0

Announcements: Director Briggs will contact Superintendent Burke concerning Vote Date

NCLS Webinar: “Welcome to the Trustee Zone” Feb. 15, 2024-10AM or 6 PM