

Massena Public Library

Meeting of Board of Trustees-October 13, 2022 4:00pm at Massena Public Library

**Present:** President Joseph Savoca, Treasurer Linda McDonald, Secretary Patty Ryan,  
Trustees Susan Gray and Marie Kirwan

**Town Liaison:** Tom Miller

**Director:** Elaine Dunne

The October 13, 2022 meeting was called to order by President Savoca at 4:07PM.

- I. **Minutes of the September 13, 2022 Meeting:** After reading the minutes of the Sept. 13 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 at this meeting.
- III. **Unfinished Business:**
  - A. **Personnel Vacancy:** Director Dunne informed the Board that she is working from the list of Civil Service candidates to fill the clerk vacancy. She has found that some candidates are turning the job down because it's part time / with no benefits, and a wage only slightly above minimum wage. She will continue working through this list. The question was raised as to whether part time employees need a Civil Service ranking. The Director will pursue this issue. In the course of this discussion, it was noted that minimum wage is going up in NY State. How will this affect pay of other employees doing more demanding work?
  - B. **Budget:** While the Budget is not yet finalized the Director advised the Board that she is hopeful that the budget presented will stand.
  - C. **October Events, Programs & Trainings:** Director Dunne stated that Children's Programming is underway. Both Geri-Fit Strength Training for Seniors and Chair Yoga will return this month. The Friday Afternoon Movie, Artist's Association Membership Show, Senior Planet-Computer Essentials, Book Club and Sewing Projects are all in full swing as well.
  - D. **Community Fair:** The Community Fair held on September 28, 2022 included 28 Community Organizations and was attended by more than 290 people. Director Dunne and members of the Board consider it to have been a success.
  - E. **125<sup>th</sup> Anniversary Celebration:** Director Dunne informed the Board of events scheduled for the 125<sup>th</sup> Anniversary Celebration of the Library's original charter. Beginning on Oct. 31<sup>st</sup> with the children's Halloween Parade, the Ellen Marie Wiseman Author visit, Nov, 2 at 6PM, recognition of the Anniversary on Saturday Nov. 5 – 1PM at the library with music, refreshments, and displays of the library's history.
  - F. **Friends of the Library-Membership Campaign:** On September 22 Director Dunne held an informational meeting for people who are considering joining the Friends of the Library. At this point she reports that a small core group is expressing interest. The Director is planning to invite representatives of the Ogdensburg Friends group to share how they've developed into a strong library advocacy group.

- G. **Emergency & Fire Prevention-Policy & Fire Drill:** The Board agrees on the basic emergency plans that have been developed over the past few months but has tabled final adoption until intended format is accomplished. A fire drill was held at the library just prior to this Board meeting. It was successful. Town Liaison Tom Miller reported that it took only two minutes for the fire station to be notified through the alarm system company. Patrons evacuated and staff checked the building quickly and effectively.
  - H. **Trustee Education Policy and Procedure:** Because a minimum of two hours of trustee education will be required by the state effective January the Board reviewed a policy in this regard. A motion was made by Secretary Ryan, seconded by Trustee Gray to adopt the policy which had been reviewed. Carried 4-0 (Trustee Kirwan left the meeting at 5:11pm and wasn't present for this vote.)
  - I. **Circulation Reports:** Director Dunne reports that circulation was slightly lower than August, but on the whole continues to increase. The return of Children's Programs should make a positive difference.
  - J. **Other Unfinished Business:** Director Dunne informed the Board that Senator Dan Stec plans to visit the Library and Museum on October 17th. He will tour the library and the Director will inform him of some of the Library's needs.
- IV. **New Business:**
- A. **Presentation of Bills for Payment:** Bills in the amount of \$4,018.58 were presented for payment. A motion was made by Treasurer McDonald, seconded by Trustee Gray to pay the bills as presented. Carried 4-0
  - B. **Date of Next Board Meeting-November 8, 2022:** The next regular meeting of the Board of Trustees will be November 8, 2022 at the Massena Public Library.
  - C. **Other New Business:** President Savoca informed the Board that he will send information to members regarding evaluation of the Board and of the Director. These will take place during the November and December Board meetings.
- V. **Adjournment:** At 5:58pm a motion was made by Secretary Ryan, seconded by Treasurer McDonald to adjourn the Oct. 13, 2022 regular meeting. Carried 4-0

*Respectfully Submitted*

*Leticia M. Ryan*

*Massena Public Library*

*Board of Trustees*

*Secretary - Nov. 8, 2022*