

Massena Public Library

Meeting of Board of Trustees-Nov. 8, 2022 4:00pm at Massena Public Library

Present: President Joseph Savoca, Secretary Patty Ryan, Trustee Susan Gray

Excused: Treasurer Linda McDonald and Trustee Marie Kirwan

Town Liaison: Adrian Taraska

Director: Elaine Dunne

The Nov. 8, 2022 meeting was called to order by President Savoca at 4:09PM.

- I. **Minutes of the October 13, 2022 meeting:** After reading the minutes of the October 13th meeting a motion was made by Secretary Ryan, seconded by Trustee Gray to accept the minutes as written. Carried 3-0
- II. **Public Comments:** There were no public comments.
- III. **Unfinished Business:**
 - A. **Personnel:** The part time clerk's position has not been filled. Because this is a Civil Service position, Director Dunne reports that she has sent out the next round of offers. The position has been repeatedly turned down because the wage is low and it is part time with no benefits. Travel distance has also been a factor in some cases. Director Dunne added that once the Civil Service list has been exhausted it may be easier to hire a local applicant.
Director Dunne reported that since the rise of the minimum wage Supervisor Bellor directed that the two part time library aides who, although they have more responsibility than the library page should also be paid the minimum wage. Director Dunne foresees that such a move may cause further loss of personnel. She plans to discuss this further with Supervisor Bellor. The cost involved is approximately \$650. And could be moved from the Resource line item in the budget.
 - B. **Budget:** A special meeting of the Town Council will be held on Nov. 9th at 3PM in the Town Hall regarding budget.
 - C. **125th Anniversary Celebration:** Director Dunne and the Board agree that the Celebration was a success. From the banner announcing the event through the weeks' activities including author Ellen Marie Wiseman's visit and Proclamation Reading / New Horizon Swing Band on Nov. 5th the library had many visits. Pictures posters and the slide presentation were well received by old & new patrons.
 - D. **November Events, Programs & Trainings:** Regular programming; Geri-fit, chair yoga, children's storytime, Lego-Club and D&D are ongoing.
Director Dunne informed the Board that staff is being trained in the new library system. These trainings will be held in Lisbon. As a result, staff adjustment will occur. Plans for December are also underway. Director Dunne will be in touch with a band group hoping to schedule TUBA CHRISTMAS, trees will again be in the window of the large reading room to be lit at night, Non-profit organizations will be invited to put up trees in the main reading room and to display information about their organization. Others events are also in planning stages.

- E. **Board & Director Evaluation Forms:** The discussion was moved to the end of the meeting because it would involve time and discussion.
When the Board returned to this item only two of the eight areas to be considered were discussed. President Savoca asked Board members if a special meeting could be scheduled for Nov. 15th at 4PM to complete this important task. All were in agreement.
 - F. **Emergency & Fire Prevention Policy:** A motion was made by President Savoca, seconded by Trustee Gray to adopt the policy as presented. Carried 3-0
Trustee Gray volunteered to create wording for colored posters describing specific emergency procedures.
Director Dunne reported on the Active Shooter Training that she attended. A link to video will be send to all Board members. Some discussion followed regarding replacing doors to the workroom as a safety measure.
 - G. **Circulation Reports:** Circulation is up in most areas. Because the use of e-books is down Director Dunne plans to offer help for patrons who may wish to use this services but do not know how.
 - H. **Other Unfinished Business:** Director Dunne is planning to schedule a library walk through with Frank Diagostino before December retirement. The purpose is to identify any areas which need maintenance attention. Director Dunne will inform the Board as to when this will happen in order that interested members may attend.
- IV. **New Business:**
- A. **Presentation of Bills for Payment:** Bills in the amount of \$11,136.48 were presented for payment. A motion was made by Secretary Ryan, seconded by Trustee Gray to pay the bills as presented. Carried 3-0
 - B. **Date of Next Board Meeting:** The next regular meeting of the MPL Board of Trustees will be December 13, 2022 4PM at the Massena Public Library.
- V. **Adjournment:** At 5:52 a motion was made by Secretary Ryan, seconded by Trustee Gray to adjourn the Nov. 8, 2022 regular meeting. Carried 3-0

Announcements:

Town Council Budget Hearing- Nov. 9 at 3PM

NCLS Annual Compliance Workshop – Nov. 10 at 10AM

MPL BOT Special Meeting for Board Evaluation – Nov. 15 at 4PM

MPL BOT Special Meeting for Director Evaluation – Dec. 6 at 4PM

Tasks:

Director will publicize the special meeting

Board members will choose director evaluation for and notify President Savoca by Nov. 14