

Massena Public Library

Meeting Board of Trustees-Jan. 12, 2021-4:00pm-Via Zoom

Present: President Jack Bain, Vice-President Joseph Savoca, Treasurer Linda McDonald, Secretary

Patty Ryan and Jeanna Matthews

Town Liaisons: Susan Bellor and Robert Elsner

Library Director: Elaine Dunne

The Jan. 12, 2021 meeting was called to order by President Bain at 4:02.

- I. **Minutes of the December 8, 2020 Meeting:** After reading the minutes of the December 8th meeting a motion was made by President Bain and seconded by Treasurer McDonald to accept the minutes as written. Carried 4-0
- II. **Organizational Business:**
 - A. **Trustee Terms:** Terms of office for Trustees expire as noted: Joseph Savoca- 2021, Linda McDonald- 2022, Patty Ryan- 2023, Jeanna Matthews- 2024, and Jack Bain- 2025.
 - B. **Election of Officers:** (Let it be noted here that Trustee Matthews entered Zoom meeting at 4:06.) A motion was made by Trustee Ryan, seconded by President Bain that Vice-President Savoca be elected Board President for 2021. Carried 5-0
A motion was made by Treasurer McDonald, seconded by Jack Bain that the following slate of officers be elected for 2021: Jack Bain- Vice-President, Linda McDonald- Treasurer, Patty Ryan- Secretary. Carried 5-0
- III. **Unfinished Business:**
 - A. **2021 Schedule of Holiday Closures:** Director Dunne presented a list of holidays on which the Library would be closed. A motion was made by Treasurer McDonald, seconded by Vice-President Bain to accept these as presented. Carried 5-0
 - B. **2021 Board of Trustees Meeting Schedule:** A motion was made by President Savoca, seconded by Vice-President Bain that the Board of Trustees meet on the second Tuesday of each month at 4:00 PM. Carried 5-0
 - C. **2021 Budget:** A motion was made by President Savoca, seconded by Vice-President Bain to accept the Budget adopted by the Town Board in Nov. of 2020. Carried 5-0
The repeated attempts to resolve the question of the Brasher Branch's personal line in expenditures was discussed. To address this a motion was made by Trustee Matthews, seconded by Treasurer McDonald that this Board approved the budget with the stipulation that we have observed a possible discrepancy and have attempted to bring this discrepancy to the attention of the Town Council and will make further attempts to resolve this issue. Carried 5-0
The final donation of \$65,726 from the estate of Dr. Susan Badenhause for support of the Badenhause Brasher Branch has been forwarded to the Town of Massena.
 - D. **Strategic Plan:** As part of the ongoing effort to comply with State Standards for Public Libraries the Director and the Board are in the process of conducting a Community Evaluation of how well our Library serves the Community. To this end a questionnaire is being distributed to patrons who use curbside service. This questionnaire is available in

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North Country Now, and on the MPL website and Facebook page. The goal is to have as much input from the community as possible, from users and nonusers. Focus groups will also be meeting; including the Staff, Board and Community.

- E. **Circulation Report:** Curbside service is up slightly at MPL and down slightly at the Brasher Branch. Director Dunne is working to increase use of juvenile fiction and non-fiction. The Director will also be in contact with NCLS to see how wi-fi can be boosted for better use from outside the building.
- F. **Transfer of Funds:** A motion was made by Treasurer McDonald, seconded by Vice-President Bain to transfer \$2,090.03 from the Brasher Branch to MP for salaries, operation and supplies. Carried 5-0

IV. **New Business:**

- A. **Presentation of Bills for Payment:** Bills in the amount of \$3,426.82 for the Brasher Branch and \$7,353.47 for MPL were presented for payment. A motion was made by Treasurer McDonald, seconded by Vice-President Bain to pay the bills as presented. Carried 5-0
- B. **Library Purchases:** A motion was made by Trustee Ryan, seconded by Vice-President Bain to approve the 60 month lease of a coin operated Canon 4235 for public use at the cost of \$125 per month (Usherwood). Carried 5-0
A motion was made by President Savoca, seconded by Vice-President Bain to approve the purchase of two Dell Desktops for the Brasher Branch at the total cost of \$2,609.90. Carried 5-0
- C. **Date of Next Board Meeting:** The next regular meeting of the MPL Board of Trustees will be February 9, 2021.
- D. **Other New Business:** Director Dunne voiced concerns about where Library Staff would be included in the distribution of COVID vaccines. Considering the difficulties with rollout of the vaccine a timeline is uncertain.
Trustee Matthews suggested that MPL publish upcoming meetings dates and invite people to call for a Zoom link should they wish to attend a meeting. Director Dunne stated that this will be done.

- V. **Adjournment:** At 5:03 a motion was made by Trustee Ryan, seconded by Treasurer McDonald to adjourn the meeting. Carried 5-0

Respectfully Submitted,
Patricia M. Ryan
Secretary Massena Public Library
Board of Trustees