

Massena Public Library

Minutes of Board of Trustees Meeting – February 9, 2021 – 4:00PM – Via Zoom

Present: President Joseph Savoca, Vice-President Jack Bain, Treasurer Linda McDonald, Trustees Jeanna Matthews, and Patty Ryan

Town Supervisor Steve O’Shaughnessy and Town Liaison Susan Bellor

Library Director: Elaine Dunne

The Feb. 9, 2021 meeting of the MPL Board was called to order by President Savoca at 4:02 PM.

- I. **Minutes of the January 12<sup>th</sup> Meeting:** After reading the minutes of the Jan. 12 meeting a motion was made by Treasurer McDonald and seconded by Trustee Ryan to accept the minutes as written. Carried 4-0 (Note: Trustee Matthews arrived just after this vote.)
- II. **Unfinished Business:**
  - A. **Strategic Plan Update:** Director Dunne reported that the Board of Trustees’ Focus Group meeting on Feb. 2 had been productive. The SWOT outline was followed; concentrating on Strengths, Weaknesses, Opportunities, and Threats i.e., Challenges. The Director plans a Focus Group meeting with staff this next week (week of Feb. 15, 2021). The same format will be followed. Summations of both meetings will be available to the Board at our next meeting, March 9, 2021. Collection of survey data will conclude on Feb. 15 and will be available as soon as the data is evaluated. Further Focus Group meetings will be scheduled at that point.
  - B. **NCLS New Fee Structure:** NCLS, North Country Library System, charges member libraries a fee for the use of the Integrated Library System (ILS), which track materials, checkout and patrons. The 2021 ILS fee of \$4,040.65 will increase to \$7,154.59 in 2022, an increase of \$3,103.94. Director Dunne will be attending meetings this next week to see if any of the price rises can be negotiated.
  - C. **Accounting/Bookkeeping Issues:** Supervisor O’Shaughnessy stated that the audit for 2018 has been completed. He says that at this time the audit for 2019 is not complete. There are some difficulties reconciling expenditures between the library’s and the town’s records. Director Dunne asked Supervisor O’Shaughnessy for a meeting with the personnel involved directly with this process to see how things could be made easier in the future. One thing at issue is that two different accounting systems are at play. He agreed that such a meeting could settle these issues.
  - D. **Circulation Reports:** Director Dunne commented that while staff has been busy with curbside service, that circulation does not compare with last year at this time. Numbers for e-books were not available because NCLS has had a technology problem.
  - E. **Transfer of Funds:** A motion was made by Treasurer McDonald, seconded by Vice-President Bain to transfer \$2,064.81 from the Badenhausem Branch MPL for the purpose of salaries, operation, and supplies. Carried 5-0
- III. **New Business:**
  - A. **Presentation of Bills for Payment:** Bills in the amount of \$1,120.75 for the Badenhausem Branch and for \$4,405.38 for MPL were presented for payment. A

motion was made by Treasurer McDonald, seconded by President Savoca to pay the bills as presented. Carried 5-0

- B. Badenhausen Brasher Branch:** Funding for the Brasher Branch ends in December. Director Dunne has informed Supervisor Peets of this. She has pointed out to him how well used the library and its WIFI service have been. At this point, no response has been received From Supervisor Peets on the possibility of the Town of Brasher funding the Badenhausen Library Beginning in 2022. Supervisor O'Shaughnessy will receive a lease from Karen St. Hilaire for the Brasher Branch that will cover 2021.
  - C. Date of Next Board Meeting:** The next regular meeting of the MPL Board will be March 9, 2021.
- IV. Adjournment:** At 4:57 Trustee Ryan made a motion, seconded by Vice-President Bain to adjourn the February 9, 2021 meeting. Carried 5-0