

Massena Public Library

Meeting of Board of Trustees-March 8, 2022-Via Zoom

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

Town Liaison: Tom Miller

Library Director: Elaine Dunne

The March 8, 2022 meeting was called to order by President Savoca at 4:01 PM.

- I. **Minutes of the February 8, 2022 Meeting:** After reading the minutes of the Feb. 8 meeting a motion was made by Treasurer McDonald and seconded by Trustee Gray to accept the minutes as written. Carried 4-0
- II. **Unfinished Business:**
 - A. **Part Time Staff Benefits:** Director Dunne reported that the 2% raise for part time employees is being received. The issue of how to handle previous sick and vacation time is being investigated by the Town Attorney, Eric Gustafson. Liaison Miller commented that this will be decided at the next Town Council Meeting on March 16th.
 - B. **Badenhausen Library:** The newly named Badenhausen Reading Room is up and running in Brasher Falls. Present funding will maintain operations for a year. A late spring, early summer audit will determine how much money remains of Dr. Susan's funding. At the audit's completion those monies will revert to the new Badenhausen Reading Room.
 - C. **Collection Development – Vote:** Director Dunne presented the Board with the Collection Development and Maintenance Policy. President Savoca made a motion, seconded by Treasurer McDonald to adopt said policy. Carried 4-0
A motion was made by Secretary Ryan, seconded by Treasurer McDonald to adopt the policy of having no overdue fees which will be included in the revised Circulation Policy. Carried 4-0
 - D. **Programs:** Director Dunne informed the Board that MPL received a \$500 grant from NCLS for storywalks. This money will be applied during the summer reading program in partnership with the Nicandri Nature Center.
The Director noted that the Massena Artist's Association is presently hosting an Open Show in the library.
The Sewing Center is featuring a monthly project with 4-6 participants. This allows patrons to maintain distancing.
Director Dunne informed the Board that there is some interest among young patrons to form a teen advisory board. Such an addition would help to know what would draw more younger patrons to the library.
Director Dunne also informed the Board that Children's Programs and the Dungeons & Dragon Club are being held "in-person". Registration is requested to control numbers. Director Dunne is considering a Saturday Afternoon Music Event and having the library open for that purpose only, not for library withdrawals. Further discussion will follow.

- E. **Downtown Revitalization Initiative:** President Savoca has attended the informational meeting held by the Village seeking community input concerning DRI funds. At this point the matching fund requirement for the library makes participation inadvisable. Since the Village owns the parking lot next to the library President Savoca is hopeful that some improvements might result. Keeping the library visible as a part of the downtown corridor is a priority.
- F. **Library Giving Day-April 6th:** National Library Week is April 3-8, and National Giving Day on the 6th. Director Dunne, President Savoca, Trustee Gray and staff member Alicia Steenberg have been working on advertising ideas and information for website & Facebook page. A goal of \$5,000 has been set for the purchase of books and support of programming.
- G. **Circulation Reports:** Numbers are improving. However, circulation is not close to pre-pandemic levels. According to the MPL survey there are lingering worries about COVID-19. Director Dunne will remind people that while masks are not required, they may be worn. The continuation of curbside service will also be emphasized.
- H. **Other Unfinished Business:** Director Dunne has been in contact with NNY Community Foundation who is administering the Florence Dear Library Fund. She reports that \$2,156 earned interest will be applied to book purchases. The Director also noted that the recent book sale held by the Friends of the Library netted almost \$800. Director Dunne informed the Board that the Coffee Bar and snacks will reopen. Director Dunne has been participating in ongoing training through Senior Planet for teaching basic computer skill. Classes will be part of Adult Programming in the fall.

III. **New Business:**

- A. **Presentation of Bills for Payment:** Bills in the amount of \$3,751.63 were submitted for payment. A motion was made by Treasurer McDonald, seconded by Secretary Ryan to pay the bills as presented. Carried 4-0
- B. **Annual Report – Approval:** Director Dunne had forwarded the lengthy Annual Report for Public and Association Libraries to be submitted to New York State Library Division of Library Development for premeeting reading. After brief discussion a motion was made by Secretary Ryan, seconded by Treasurer McDonald to approve the Annual Report. Carried 4-0
- C. **Document Sharing – One Drive:** Trustee Gray introduced the idea that using One Drive would be helpful when working on documents and more secure when sending them. Before any decision is made Board members want to know more about how the system works.
- D. **Date of Next Board Meeting- April 12, 2022:** The next regular MPL Board meeting will be in person on April 12, 2022 at 4PM.
- E. **Other New Business:** President Savoca spoke briefly about the survey. He will summarize info soon and forward to the Board. Director Dunne reported that there has been a Book Challenge which is being addressed as per the Collection Development and Maintenance Policy.

- IV. **Adjournment:** At 5:18 a motion was made by Secretary Ryan, seconded by Trustee Gray to adjourn the March 8, 2022 meeting. Carried 4-0

