

Massena Public Library

Meeting of Board of Trustees-April 11, 2023 4:15 at the Massena Public Library

**Present:** President Joseph Savoca, Vice-President Marie Kirwan, Treasurer Linda McDonald, Secretary Patty Ryan, and Trustee Jennifer Stokes

**Town Liaisons:** Deb Willer and Adrian Taraska

**Director:** Elaine Dunne

The April 11, 2023 meeting was called to order by President Savoca at 4:15 pm.

- I. **Minutes of the March 14, 2023 Meeting and Special Meeting March 21, 2023:** After reading the minutes of the two meetings a motion was made by Secretary Ryan, seconded by Treasurer McDonald to accept the minutes as written. Carried 5-0
- II. **Public Comment:** No public comments were made at this meeting.
- III. **Unfinished Business:**
  - A. **Personnel:** Director Dunne reported that Elizabeth Currier, who was hired for the clerk position is training and adapting well. Director Dunne reported that Heather Sarsfield who works in Children's Services is spending about an hour a day training for Debbie Fuehring's position, and will be ready to take over upon Debbie's retirement at the end of May. Two Interviews for qualified applicants for the Children's Services position will be held on April 12, 2023.
  - B. **Director Transition:** Director Dunne is preparing outlines and timelines of required duties for a new director. She also stated that it would be ideal to have the new director in place by June 19, 2023.
  - C. **Friends of the Library Update:** The Friends Group has had two meetings in the last month. Work on Articles of Incorporation and tax exempt status is in progress with Attorney Stephanie Adams, who specializes in library issues. Plans for National Library Week are proceeding well.
  - D. **Library Giving Day (April 25<sup>th</sup>) & National Library Week (April 24-29):** Director Dunne has sent out 62 donor letters. Information about daily events was included in this month's newsletter: the biggest being the Spring Booksale and entertainment by New Horizons Swing Band on Saturday, April 29.
  - E. **Policy Vote-Website & Social Media Policy:** After reading the clarified version of this policy a motion was made by Secretary Ryan, seconded by Trustee Stokes to accept this clarified version. Carried 5-0 A brief discussion followed about the necessity of, and the "how to" post MPL policies on the library's website.
  - F. **Annual Report:** Director Dunne has forwarded digital copies of the Annual report to Board members and a hard copy is available at the desk. A motion was made by Trustee Stokes, seconded by Secretary Ryan to accept the Annual Report. Carried 5-0 Director Dunne noted that the report has been sent to and approved by NCLS, and will next go to the state.

- G. **Circulation Reports:** Again, numbers are increasing, particularly the number of library visits. Director Dunne pointed out that wireless user numbers had not been received from NCLS and therefore, were not included.
  - H. **Other Unfinished Business:** Director Dunne informed the Board that the book recycling event sponsored by NCLS is scheduled for October 14. The Friends Group plans to have other activities on the same day.
- IV. **New Business:**
- A. **Town of Massena Comprehensive Financial Plan:** Town Council member Pat Facticeau is in the process of detailing a comprehensive financial plan for the Town. Liaisons Willer and Taraska explained that this would help the Town plan for maintenance and necessary equipment replacements. Since the library can apply for New York State Construction grants with as low as 25% local shared cost, such planning would be a real advantage.
  - B. **Presentation of Bills for Payment:** Bills in the amount of \$2,927.95 were presented for payment. A motion was made by Treasurer McDonald, seconded by Vice-President Kirwan to pay the bills as presented. Carried 5-0
  - C. **Date of Next Board Meeting:** The next regular meeting of the Board will be May 9, 2023 at 4:15 pm in the Massena Public Library.
  - D. **Other New Business:** No other new business was discussed.
- V. **Adjournment:** President Savoca made a motion to adjourn at 5:08. This motion was seconded by Vice-President Kirwan. Carried 5-0

*Respectfully submitted*  
*Laticia M. Ryan*  
*MPL Secretary*  
*May 9, 2023*