

Massena Public Library

Meeting of Board of Trustees-May 9, 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 May 9, 2023 meeting was called to order by President Savoca at 4:15 pm.

- I. **Minutes of April 11 meeting & Special Minutes of April 14th and April 20th:** A motion was made by Secretary Ryan, seconded by Vice-President Kirwan to accept the minutes of the three meetings as written. Carried 5-0
- II. **Public Comment:** No public comments were made at this meeting.
- III. **Unfinished Business:**
 - A. **Personnel Updates-Director & Library Assistant Positions:** Director Dunne applauded the Board for the work done in the hiring process. Krista Briggs will begin working at Massena Public Library on June 12, 2023. Alexandra Marolf has been hired as Library Assistant for the Children, and will begin work on May 23.
 - B. **Director & Trustee Transitions:** Trustee Stokes has written a job description for Trustees. This will be helpful in preparing future Board members for the duties involved. Director Dunne informed the Board that she is outlining tasks she performs on a weekly and bi-weekly basis. Her goal is to present to the new Director a detailed plan of tasks and timelines. Director Dunne will share her outline with the Board when it is complete.
 - C. **Friends of the Library Update: National Library Week & Library Giving Day:** Director Dunne and President Savoca noted that the Friends group is finalizing Bylaws in order to proceed with Articles of Incorporation and tax exempt status with Attorney Stephanie Adams. President Savoca stated the need for a MPL Board liaison to the Friends group. Secretary Ryan volunteered and was appointed. Activities during National Library Week were well attended & Library Giving Day was successful. Donations totaled \$6,416, the Book Sale \$603, and raffles \$498.
 - D. **May Programs:** Besides usual programming Director Dunne pointed out that Anne French will be leading a basket making class on May 23rd, and the movie scheduled for May 26th is "80 for Brady". Both Geri-fit and Chair Yoga will end this month.
 - E. **Summer Programs – Adult & Children:** Children's Summer Reading Program is in place. The next adult movement activity is the American Arthritis Foundation's "Walk with Ease".
 - F. **Public Reception – June 7th 4pm to 6pm:** A public reception is being planned for Elaine Dunne and Debbie Fuehring to honor their retirements. This event is scheduled for June 7, 2023 from 4 to 6 pm. Treasurer McDonald and Secretary Ryan have volunteered to work with the Friends group on this project. The first meeting is being held on May 10, 2023 at 9:30 am.

G. Circulation Reports: Director Dunne remarked that the circulation numbers for this month are not totally accurate because of the library's transfer to Polaris. However, the number of library visits is correct, and very positively affected by the many activities held during National Library Week.

H. Other Unfinished Business: No unfinished business was discussed.

IV. New Business:

A. Presentation of Bills for Payment: Bills in the amount of \$4,668.62 were presented for payment. A motion was made by Treasurer McDonald, seconded by Secretary Ryan to pay the bills as presented. Carried 5-0

B. Proposed MPL Bylaws – Discussion: President Savoca provided a draft for updating MPL Bylaws. Several items were discussed. The Board will study the document and be prepared to vote on adoption at the June meeting.

C. Date of Next Board Meeting: The next regular meeting of the MPL Board of Trustees is June 13, 2023 at 4:15 pm at the library.

D. Other New Business: Director Dunne shared a graphic "Year in Review" as an annual report to the Community. The merits of a written report compared to a graphic were discussed. A motion was made by Secretary Ryan, seconded by Trustee Stokes to accept the "Year in Review" as the annual report to the community. Carried 5-0

V. Adjournment: At 5:12 a motion was made by Secretary Ryan, seconded by Trustee Stokes to adjourn the meeting. Carried 5-0