

Massena Public Library – Board of Trustees Meeting

Minutes of May 12, 2020

4:00 PM

Via Zoom

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

Director: Elaine Dunne

Town Liaisons: Susan Bellor and Robert Elsner

The May 12, 2020 meeting was called to order by President Bain at 4:10 PM

- I. **Minutes of the April Meeting:** After reading the minutes, a motion was made by Vice-President Savoca and seconded by Treasurer McDonald to accept the minutes as written. Carried 5-0
- II. **Unfinished Business:**
 - A. **Library District Initiative:** It has been determined by Governor Cuomo that School District and Library District votes will take place with mail-in ballots. Voting will take place on June 9, 2020. One ballot will be mailed to each household in the school district, if more ballots are needed per household, people must request them from the school district clerk. The ballot will be one 8 ½ X 11 inch sheet of paper with the Library Propositions on the reverse side. The school district will send an informational postcard to each household followed by approximately 11,000 ballots with return envelopes. Director Dunne will have NCLS prepare informational postcard (to be reviewed by Library Attorney Ellen Bach) about library district initiative using the library patron database. Use of social media, the Library's website and an informal group of "library lovers", and the May/June newsletter will be used to spread information regarding how the upcoming vote will be held.
 - B. **2020 Budget Reduction in Staff & Funding:** Director Dunne noted that the attached "Massena Public Library 2020 Emergency Budget Reductions" which she had been directed by the Town to present and which was discussed at the April 1, 2020 Town Council Meeting will take effect at the end of the week of May 3-9 until the end of the year. These budget reductions include cuts to resources, supplies, part-time staff hour and hours of Library being open. The estimated total savings is \$39,012. (The laying off of part-time staff has been avoided because unemployment costs to the Town would be greater than paying wages.)
 - C. **Reopening Phases:** Director Dunne is working with an NCLS Committee to have all libraries working together on a phased reopening. It is expected that a curbside pickup of materials will be the earliest step in this process whenever it begins. The Director described the cleaning of returned material as well as the need for staff to have personal protective equipment. Various sources of availability were pointed out. After some

discussion President Bain made a motion which was seconded by Treasurer McDonald to extend book loans from 4 to six weeks. Carried 5-0

A motion was made by Treasurer McDonald and seconded by President Bain that the MPL would eliminate fines for overdue materials until the end of the year. Carried 5-0
Director Dunne pointed out that patrons would still be responsible for lost and damaged materials.

- D. Transfer of Funds:** A motion was made by President Bain and seconded by Trustee Ryan to transfer \$2,395.85 from the Badenhausen Brasher Branch for the payment of salaries. Carried 5-0

III. New Business:

- A. Presentation of Bills for Payment:** Bills in the amount of \$8,539.47 for MPL and for \$546.67 for the Badenhausen Branch were presented for payment. A motion was made by Treasurer McDonald and seconded by President Bain to pay the bills as presented. Carried 5-0 (As bills were presented Director Dunne pointed out that expense #110 will be reimbursed by NNYLN and because some bills had not been presented last month that this month included fiber charges for 3 months, domain name charge for 3 yrs., SIRSI fees and ebook fees.)
- B. Date of Next Board Meeting:** Since the date for the Proposition vote is on June 9th the next regular meeting of the Board will be June 11, 2020 at 4 PM.
- C. New Business:** No other new business was discussed.

- IV. Adjournment:** At 4:56 a motion was made by President Bain and seconded by Vice-President Savoca to adjourn the May 12, 202 meeting of the MPL Board. Carried 5-0