

Massena Public Library

Minutes of Board of Trustees Meeting – June 8, 2021 - 5:00pm – Via Zoom

Present: President Joseph Savoca, Treasurer Linda McDonald, Secretary Patty Ryan and  
Jeanna Matthews

Town Liaisons: Susan Bellor and Robert Elsner

Library Director: Elaine Dunne

The June 8, 2021 meeting was called to order by President Savoca at 5:04 PM

- I. **Minutes of May 11<sup>th</sup> Meeting:** After reading the minutes of the May meeting a motion was made by Secretary Ryan, seconded by Treasurer McDonald to accept the minutes as written. Carried 4-0
- II. **Unfinished Business:**
  - A. **Building Update:** Director Dunne reported on Procedure Update regarding the COVID building safety plan. Fully vaccinated people need not wear masks in the library; however, unvaccinated people are still required to do so. Books will be quarantined for only 24 hours and be disinfected before being reshelved. In the children's room masks are required for all. After reading changes to the Building Safety Plan a motion was made by Secretary McDonald, seconded by Trustee Matthews to accept these changes. Carried 4-0  
**Director Dunne informed the Board that the Books for sale have all been moved to the larger basement room. The first Book Sale in the new room will be held June 19, 2021 from 10 AM – 1 PM.**  
Director Dunne reported that the LED lighting project is going well. Massena Electric has agreed to a \$5,000 cash contribution rather than a credit on future bills. Director Dunne is investigating means of attaining the remaining \$35,000 balance of the local portion of total cost.
  - B. **Badenhausen Brasher Branch:** Director Dunne reported that there have been no new developments regarding funding for the Brasher Branch. As funding runs out the stipulations made by Dr. Susan Badenhausen upon the Branch's establishment will be followed.
  - C. **Summer Reading Program:** Director Dunne shared the various activities which will be included in the summer reading program. These activities will be held outside the library and at local parks.
  - D. **Long Range Plan:** President Savoca has forwarded the Long Range Plan and an appendix to Board members and Liaisons. He requests that comments or questions be addressed within a week. Director Dunne will forward her section (history, index) by July 1<sup>st</sup>. This will allow time for comments, additions or corrections prior to adoption at the Board's July 13<sup>th</sup> meeting.
  - E. **Circulation Reports:** Director Dunne noted that circulation is creeping up. Tables and chairs are being borrowed. A flyer is being prepared to remind patrons of summer passes and games that are available. Director Dunne informed the Board that donations are being accepted with some stipulations regarding age and condition of books.

- F. **Transfer of Funds:** A motion was made by Treasurer McDonald, seconded by Trustee Matthews to transfer \$2,220.23 from the Badenhausem Brasher Branch to MPL for the purpose of salaries, operation and supplies. Carried 4-0
- G. **Other Unfinished Business:** No other unfinished business was discussed.
- III. **New Business:**
- A. **Presentation of Bills for Payment:** Bills in the amount of \$7,066.20 for MPL and \$907.40 for the Brasher Branch were presented for payment. A motion was made by Treasurer McDonald, seconded by Secretary Ryan to pay the bills as presented. Carried 4-0
- B. **Date of Next Board Meeting:** The next regular meeting of the MPL Board will be July 13, 2021 at 4:00 PM.
- C. **Other New Business:** No other new business was discussed.
- IV. **Adjournment:** At 5:41 Secretary Ryan made a motion, seconded by Treasurer McDonald to adjourn the meeting. Carried 4-0

*Respectfully submitted*

*Patricia M. Ryan*

*Secretary Massena Public Library*