

Massena Public Library

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

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

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

**Director:** Krista Briggs

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

- I. **Approval of Agenda:** A motion was made by President Savoca, seconded by Treasurer McDonald to approve the Agenda of the July 11 meeting as presented. Carried 4-0
- II. **Minutes of the June 13, 2023 Meeting:** A motion was made by Secretary Ryan, seconded by Trustee Stokes to approve the minutes as written. Carried 4-0
- III. **Public Comment:** There were no public comments at this meeting.
- IV. **Unfinished Business:**
  - A. **Vote – Permanent Appointment of Krista Briggs as Director:** Since all Civil Service requirements have been met a Motion was made by Trustee Stokes, seconded by Secretary Ryan that Krista Briggs be permanently appointed as the Director of the Massena Public Library. Carried 4-0
  - B. **Programs Report:**
    - i. **June Program Summary:** Director Briggs reported that special programs during June were well attended. The Magician’s performance was a standout with high attendance, both children and adults.
    - ii. **Summer Reading Program:** Director Briggs reported the Summer Reading Program is progressing well. Messy Science, Making Slime & Tiny Art Projects have been popular.
  - C. **Circulation Report:** Director Briggs presented the circulation numbers which continue to rise. There was some discussion about the Board’s concerns about returning to pre-Covid levels. Director Briggs suggested the goal of focusing on e-books, computer use, and wireless access. This will be considered in work with MPL’s Long Range Plan.
  - D. **Financial Report:**
    - i. **Investments Summary:** Director Briggs noted that NNY Community Foundation reports quarterly. Other accounts report monthly. A brief explanation was included for each account.
    - ii. **Preliminary 2024 Library Budget – Due July 31, 2023:** Director Briggs presented a tentative budget and included an explanatory narrative. Some lines and salary will be reworked for approval at a Special Meeting on July 25, 2023.
  - E. **Coordinated Broadband Project:** Director Briggs presented plans for a Broadband Project in conjunction with the NCLS Consortium. President Savoca made a motion, seconded by Trustee Stokes to approve joining the NCLS Consortium in applying for New York State Construction Grant funding for computers or other internet infrastructure equipment. Carried 4-0

- F. **Meet & Greet – July 12, 2023, 4 – 6 PM:** The Board discussed this upcoming event and hopes for a large turnout of the many invitees.
- G. **Library Status and Goals Discussion – July 25, 12: PM:** The Board was reminded of this upcoming discussion with Director Briggs concerning status and goals of the library.
- H. **Other Unfinished Business:** No other new business was discussed.
- V. **Director’s Report:** Director Briggs reported that signatures are complete and she now has access to the library’s bank accounts. A Town Credit Card has also been issued to her.
- VI. **New Business:**
  - A. **Presentation of Bills for Payment:** Bills in the amount of \$3,013.60 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. **Rockin’ the River – August 8, 2023:** Director Briggs plans to have a booth at this event which will display library materials. Free children’s and adult book will also be available. The Board discussed the possibility of being able to sign up for a library card and to purchase library related merchandise. The sale merchandise will involve the participation of the Friends Group.
  - C. **Square Adoption:** Director Briggs recommended to the Board that the Library purchase equipment with Friend’s money for a Square. This would allow credit card payments to the Library.
  - D. **Other New Business:**
    - i. President Savoca asked about the feasibility of removing barriers at front desk which were installed during Covid. Director Briggs said that Staff reactions to such a measure are mixed. She also noted that it appears that people have suffered with fewer colds because of such barriers.
    - ii. President Savoca also reminded Board members to be aware of upcoming educational opportunities with the Trustee Book Club sessions and through NCLS.
- VII. **Date of Next Board Meeting – August 8, 2023 at 4:15PM in the Library**
- VIII. **Adjournment:** A motion was made at 5:45 PM by Secretary Ryan, seconded by Trustee Stokes to adjourn the meeting. Carried 4-0

#### **Announcements/Tasks**

Town Council Meeting July 19, 2023 at 4:30PM in Town Hall

Meeting of Board and Director to discuss goals and planning, July 25 at Noon in the Library

Coordinated Broad Band Project Q & A – NCLS July 20, 2 PM

Trustee Handbook Club – Aug. 15, 5 PM