

Massena Public Library

Minutes of July 14, 2020 Meeting Via Zoom

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

Town Liaisons: Susan Bellor and Robert Elsner

Library Director: Elaine Dunne

The July 14, 2020 meeting was called to order by Vice President Savoca at 4:01 PM

- I. **Minutes of the May 26 Special Meeting and June 11 Regular Meeting:** After reading the minutes of these two meetings a motion was made by Treasurer McDonald and seconded by Trustee Ryan to accept them as written. Carried 4-0
- II. **Unfinished Business:**
 - A. **Library District Initiative:** Director Dunne spoke of the defeat of the Library Proposition on the School Budget Ballot, 1,640 – 892. The failure was influenced by many factors. The largest of which was the shut-down due to COVID 19. Because of this, further in-person informationals became impossible, and the voting process itself was changed from in-person at the Library to a mail-in ballot on the back of the School Budget vote. The fact that Town of Louisville voters received a mailing from their Town Board urging them to vote NO was also a negative element.
Because of the defeat the Grant for the Lighting and Kitchen Project has been adjusted to Lighting only. Since this Grant pays 75% of the cost matching funds are more attainable. The fact that the Library is not operating at full capacity may facilitate having work done in the building itself. Completion of the Lighting Project should produce reductions in utility costs.
 - B. **Library Services under Phase 4:** Presently the Library is offering curbside service for circulating books, DVD's and magazines. Returns are made through the library drop box at the front of the building. Upon return library materials enter a 72 hour quarantine phase, and then a cleaning protocol before being re-shelved. Notary services are offered by appointment, and copies can be made from e-mailed documents to be picked up at curbside.
As the Library continues to re-open the Director is equipping the computer room with disposable keyboard and mouse protectors, and thinks the room will be used at a 2 patron capacity to accommodate social distancing. At a meeting with other area library directors Director Dunne will be looking for guidance on protecting patrons and the Library's Collection. Since the Library is an entity unto itself, it will be necessary to procedures in place for protection of the Library against possible lawsuits surrounding COVID 19. With each phase Director Dunne is taking steps to be sure that patrons understand how the library will be operating during that particular phase.
 - C. **Summer Reading Program:** Though this program is vastly different than in the past Ms. Tatro, the Children's Librarian, is doing a fine job keeping young readers engaged. All groups that had formed previous to the shut-down are having some kind of presence via facebook live. Ms. Tatro has the Learning Garden planted and producing. Special lessons will be related to various vegetables grown there. Director Dunne reports that

the cost of the Summer Reading Program will be less because public performers are not being employed during the phase.

- D. **Transfer of Funds:** A motion was made by Treasurer McDonald and seconded by Trustee Ryan to transfer \$1,611.74 to MPL from the Badenhausen Brasher Branch for the purpose of salaries, operation, and supplies. Carried 4-0

III. New Business:

- A. **Presentation of Bills for Payment:** Bills in the amount of \$2,093.63 for MPL and for \$2,903.16 for the Badenhausen Brasher Branch were presented for payment. A motion was made by Trustee Ryan and seconded by Treasurer McDonald to pay the bills as presented. Carried 4-0 (The fiscal summary will become more specific, to include payroll and benefits separately.)
- B. **Budget 2021:** Director Dunne suggested a meeting be arranged with Supervisor O'Shaughnessy early in the budget planning process with the goal of having realistic expectations of available funding for the Library.
- C. **Date of Next Board Meeting:** The next regular meeting of the MPL Board will be August 11, 2020 at 4 PM.
- D. **Other New Business:** At the beginning of July when the Library re-opened for curbside service Director Dunne included a letter with outgoing materials explaining the process. She remarked that a Library patron has taken issue with the request to wear a mask while picking up materials outside. It was resolved with an understanding that the patron would be sure to wait until the Library Staff Member was back inside the building and be mindful of other waiting patrons if not wearing a mask. It was noted that the request stated in the letter was following state guidelines. It additionally noted that as procedures and policies change regarding COVID these will be posted and explained to Library patrons.

- IV. **Adjournment:** At 4:45 a motion was made by Trustee Ryan and seconded by Trustee Matthews to adjourn the meeting. Carried 4-0