

Massena Public Library

Special Meeting of Board of Trustees-July 25, 2023; Noon at the Massena Public Library

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

Director: Krista Briggs

- I. **Call to Order:** The Special Meeting was called to order by President Savoca at 12:07 PM.
- II. **Approval of Agenda:** A motion was made by Secretary Ryan, seconded by Treasurer McDonald to approve the Agenda. Carried 4-0
- III. **Public Comment:** There were no public comments made at this meeting.
- IV. **Vote – Approval of Budget Request Submission to Massena Town Council:** A motion was made by Treasurer McDonald, seconded by Trustee Stokes to approve the Budget Request Submission to the Massena Town Council. Carried 4-0
- V. **Director’s Report – Transition:** Director Briggs reported that the transition has been smooth. The overlap of three weeks with former Director Elaine Dunne was very helpful. Director Briggs remarked that the Bank trip was much facilitated by having gone once with the previous Director. Director Briggs commented on good communication with staff and the Board.
- VI. **Discussion – Status of the Massena Public Library:** While Director Briggs is still adjusting, she remarked that she is already working on ways to publicize the Library. Having a presence at the upcoming fishing events was specifically mentioned. That the Library has faced the effects of funding decreases over a number of years was noted. The need to continue on improving the working relationship with the Town of Massena was stressed.
- VII. **Discussion – Short Term Goals for Library and Director; Communication and Expectations:** Director Briggs pointed out that on Budget line regarding computer replacements that an explanation was added in the narrative. She also pointed out that funds would be applied for from other sources. Director Briggs suggested purchasing fishing equipment for the “library of things”, books on that topic, and more tables, chairs and canopies which have been very popular. Other goals are increased outreach to senior citizens in the community and to other underserved populations. The importance of continued emergency training and preparedness for staff was also discussed.
- VIII. **Discussion – Long Term Goals of Library:** Director Briggs is focused on policies being up to date, establishing a Memorandum of Understanding with the Friends of the Library and one with the Town in order that specific roles are clarified. The Library’s Long Range Plan needs to be adjusted for Post-Covid expectations.
Director Briggs views evaluation of staff as a positive necessity which focuses on fulfillment of individual job descriptions and improving strengths in specific areas.
School district wide funding needs to be sought with the ultimate goal of formation of a School District Library.
- IX. **Date of Next Board Meeting – August 8, 2023 4:15 at the Massena Public Library – Regular**
- X. **Adjournment:** At 1 PM a motion to adjourn was made by Secretary Ryan, seconded by Treasurer McDonald. Carried 4-0

