

The Massena Public Library Board of Trustees Meeting

August 8, 2017 – 6 PM

Present: President Jack Bain, Treasurer Linda McDonald, Trustees Joseph Savoca and Patty Ryan

Library Director: Elaine Dunne-Thayer

The August 8th meeting of the MPL Board was called to order by President Bain at 6 PM.

- I. **Minutes of the July 24th Meeting:** After a motion was made by President Bain and seconded by Treasurer McDonald to accept the minutes as presented. Carried 4-0
- II. Unfinished Business:
 - A. **Staff Issues:** Director Dunne-Thayer informed the Board that Samantha Page, who coordinates the children's programs, will be leaving in September. This position requires civil service eligibility and will be advertised.
Director Dunne-Thayer also presented a Memorandum of Understanding which will allow a pay upgrade when an employee works above his/her paygrade.
 - B. **Grants:** Director Dunne-Thayer has been successful in acquiring a County Grant of \$1,000 through the Healthy Living Initiative. This will be used for standing-desks, work-chairs, and computer carts for staff. For events that involve snacks, the choices of fruit/vegetables will be made available.
The Stewart's Grant of \$800 was applied to the purchase of new sturdy and attractive furniture and carpet in the Young Adult Area. The Grant money was generously supplemented by funds from the Friends of the Library.
Director Dunne-Thayer will submit an application for a NYS Building Construction Grant on August 11. This will encompass doors, a new sign and new walkways if that bid information comes in time for the Friday deadline.
Director Dunne-Thayer informed the Board that the Elevator Project is going to bid. This bid will include the work needed for the Patron Business Center.
Director Dunne-Thayer is also applying for a grant from NNYLN for purchases to be made for the Real Tools for Real Life Program. Purchases will include canning equipment and sewing machines the patrons can borrow.
 - C. **Building Issues:** A motion was made by President Bain and seconded by Trustee Ryan to accept Northway Carpet's bid of \$1,400 to clean the MPL carpets. (It should be noted that Northway's bid is the same as last year.) Carried 4-0
A motion was made by Treasurer McDonald and seconded by President Bain to pay NCC Systems \$1,750 to repair the fire and burglar alarm system. Carried 4-0
 - D. **Transfer of Funds:** A motion was made by President Bain and seconded by Treasurer McDonald to transfer \$2,095.55 from the Badenhausem Brasher Branch to MPL for payment of salaries. Carried 4-0
 - E. **Circulation Reports:** Library visits were up very slightly at the Brasher Branch and down slightly at MPL.

- F. **Other Unfinished Business:** Budget work is in line with last year's budget and remains a work in progress.
- III. **New Business:**
 - A. **Presentation of Bills for Payment:** Bills for the Brasher Branch in the amount of \$4,830.74 and for MPL in the amount of \$9,036.48 were presented for payment. A motion was made by Treasurer McDonald and seconded by President Bain. Carried 4-0
 - B. **Date of Next Board Meeting:** The next regular meeting of the MPL Board will be September 19, 2017.
 - C. **Other New Business:** The Warren Room will be available for group uses for a fee which is line with other local rental spaces.
- IV. **Adjournment:** The meeting of the MPL Board was adjourned at 7:12 PM.