

Massena Public Library

Meeting of Board of Trustees-August 8,2023-4:15 at the Massena Public Library

**Present:** President Joseph Savoca, Treasurer Linda McDonald, Secretary Patty Ryan, and Trustee

Jennifer Stokes

Vice President Marie Kirwan: absent

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

**Director:** Krista Briggs

The August 8, 2023 meeting was called to order by President Savoca at 4:15 PM

- I. **Approval of Agenda:** A motion to approve the Agenda was made by Trustee Stokes, seconded by Secretary Ryan. Carried 4-0
- II. **Minutes of July 11, 2023 Meeting:** A motion was made by Secretary Ryan, seconded by Treasurer McDonald to accept the minutes as written for both the regular meeting of July 11 and the Special Meeting of July 25. Carried 4-0
- III. **Public Comment:** No public comments were made at this meeting.
- IV. **Unfinished Business:**
  - a. **Programs Report:**
    - i. **July Program Summary:** Programs were well attended in July. A total of 76 programs attended by 878 participants.
    - ii. **Upcoming Programs:** The library will host 10 Programs in August. They are: Babies, Music, and Movement; Family Storytime; Teen Roll for Initiative; Open Sewing Lab; Chair Yoga; Basket Weaving; Friday Afternoon at the Movies; Knitting Group; Walk with Ease; Be Safe with SLC Sheriff K-9 Unit.
  - b. **Circulation Report:** Circulation is increasing steadily in all areas.
  - c. **Social Media Report:** This is a new report that Director Briggs has initiated to track media interactions with the library. It will indicate library growth in this area.
  - d. **Financial Report:**
    - i. **Investment Summary:** Because bank statements arrive late Director Briggs suggested emailing the balance of the Board's meeting packet ahead of the investment summary.
    - ii. **Preliminary 2023 Library Budget-Submitted:** Director Briggs has submitted to the Town the Preliminary Budget which the Library Board approved at the July 25, 2023 Special Meeting.
  - e. **Other Unfinished Business:** No other unfinished business was discussed.
- V. **Director's Report:**
  - a. Director Briggs related to the Board that there had been an attempted break-in on July 29<sup>th</sup>. While no access was achieved, there was damage done. The incident was reported to Police the suspect identified, and charges are being pursued, and an Order of Protection placed on the suspect.
  - b. On July 25<sup>th</sup> Director Briggs, President Savoca, and Secretary Ryan attended a meeting at the Town Hall with Supervisor Bellor, Renelle Ryan, Taya Price, Brenda Mossow, and Liaison Deb Willer. Director Briggs reported to the Board the discussions and outcomes of the meeting. In summation, it seems of misunderstanding of which entity has

authority over library spending and oversight. To assist the Town's writing of checks a cover sheet needed for Library purposes only will be omitted in the bill packet which is forwarded to the Town after the Library Board approves expenditures. Director Briggs is also planning to invite Matt Corey, our NCLS Representative, to meet with all parties to clarify roles and responsibilities.

**VI. New Business:**

- a. Presentation of Bills for Payment:** Bills in the amount of \$3,013.60, 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. Bill Payment Process:** Director Briggs suggested sending bills with Board Meeting Packets to Board Members'. This would facilitate both questions and bill approval at meeting time.
- c. Other New Business:**
  - i. Director Briggs has contacted the organizers of the Sept. 30<sup>th</sup> Louisville Fall Festival to inquire about setting up an information center advertising services and events provided by the library.
  - ii. Director Briggs brought two in-service opportunities to the Boards' and Liaisons' attention. Both concern the formation of a School District Library and are available on Zoom, sponsored by NCLS; the dates are October 24, 10 AM and December 12, 2PM.

**VII. Date of the Next Board Meeting:** The next regular meeting of the Library Board of Trustees will be September 12, 2023 at 4:15 PM in the Library.

**VIII. Adjournment:** At 5:26 Secretary Ryan made a motion, seconded by Trustee Stokes to adjourn the meeting. Carried 4-0

**Announcements/Tasks**

August 18, 2023 Meeting at Town Hall with Matt Corey (from NCLS) about library spending and oversight

August 21, 2023 Friends of the Library Meeting 3 PM in the Warren Room

August 28, 2023 Massena Public Library represented at "Ready 4 School!" Event at Massena Central High School

September 20, 2023 – 2:20 PM Town Council Budget Workshop

*Respectfully submitted*  
*Patricia M. Ryan*  
*Secretary Massena Public Library*  
*Board Secretary*  
*Sept. 12, 2023*