

Massena Public Library

Minutes of Board of Trustees Meeting - August 10, 2021 – 4:00pm - In Person

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

Town Liaison: Susan Bellor

Guests: Adrian Taraska and Marie Kirwan

Library Director: Elaine Dunne

The August 10, 2021 meeting was called to order by President Savoca at 4PM.

- I. **Minutes of the July 13, 2021 Meeting:** After reading the minutes of the July 13th meeting a motion was made by Treasurer McDonald, seconded by Secretary Ryan to accept the minutes as written. Carried 3-0
- II. **Unfinished Business:**
 - A. **Library Bylaws:** An amended set of Massena Public Library Bylaws, clarifying trustee meeting attendance requirements, had been forwarded to Board members previous to the meeting and was presented for adoption. A motion was made by Secretary Ryan and seconded by Treasurer McDonald to do so. Carried 3-0
 - B. **Board Trustee Nomination:** Director Dunne introduced Marie Kirwan. Marie has been appointed to fill the remainder of Jeanna Matthews term, which expires Dec. 31, 2024. Town Council will vote on this appointment at its next regular meeting, August 18, 2021.
 - C. **Badenhausen Brasher Branch:** Pat McKeown has informed Director Dunne that a generous patron of the Badenhausen Branch has agreed to donate \$15,000 per year for five years to help keep the Branch open as previous funding is depleted. She has also invited Director Dunne to speak with her at Brasher's Town Council Meeting on August 11, 2021 at 4:30. Ms. McKeown is acting as a "Friend of the Library" to seek monetary support from the Town of Brasher. Board Members who might be available are invited to attend.

The Town reports that just over \$99,000 remains of the Badenhausen funding. President Savoca will be working with the Town bookkeeper to determine the exact amount in order to plan for further action on maintaining the Branch.
 - D. **Fall Library Schedule & Staffing:** Director Dunne had hoped to have in-house activities in September; however, with more COVID 19 cases developing, and St. Lawrence County moving from the yellow (moderate transmission) to orange (substantial transmission) category, this may not be advisable. She will follow guidance of the Town. For now, the present schedule and staffing will remain in place until October. Thus, further discussion of programming and staffing was tabled.
 - E. **Circulation Reports:** Circulation increased in July. Due to rise in COVID 19 cases, Director Dunne anticipates it will drop again. Therefore, she plans to re-start curbside service for patrons who may not be comfortable coming into the Library.
 - F. **Transfer of Funds:** A motion was made by Treasurer McDonald, seconded by Secretary Ryan to transfer \$2,331.23 from the Badenhausen Brasher Branch to MPL for the purpose of salaries, operation, and supplies. Carried 3-0

- G. **Other Unfinished Business:** Contract negotiations for staff who are unionized is expected to begin in two weeks. Two Board members plan to attend the negotiation sessions. It is hoped that clarifications in wording can be accomplished.

III. **New Business:**

- A. **Budget 2022:** Director Dunne presented a preliminary budget. Staffing costs are pending until the union contract is adopted. An additional library aide position is being considered. This would allow the library to extend Saturday hours and remain open until 5 PM.
- B. **Presentation of Bills for Payment:** Bills in the amount of \$1,467.03 for Brasher and \$6,477.17 for MPL were presented for payment. A motion was made by treasurer McDonald, seconded by Secretary Ryan to pay the bills as presented. Carried 3-0
- C. **Date of Next Board Meeting:** The next regular meeting of the Massena Public Library Board of Trustees will be September 14, 2021 at 4:00pm.
- D. **Other New Business:** As a result of a current safety inspection it was determined that instead of using breakers to control lighting, that switches need to be installed. Director Dunne has been in contact with Watson Electric to get an estimate on that necessary work.

The issue of the Library's phone alarm not being direct to the Fire Department was brought up again. Director Dunne's communications with ABS Phone Co. and NCLS have not resolved this long standing problem. The Library's previous telephone service was less expensive, more reliable, and connected to the Fire Department.

- IV. **Adjournment:** At 5:13 a motion was made by Secretary Ryan, seconded by Treasurer McDonald to adjourn the meeting. Carried 3-0

Respectfully submitted

Patricia M. Ryan

Sept. 14, 2021

Secretary Massena Public Library Board