

Massena Public Library

Minutes of September 10, 2019

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

Director: Elaine Dunne-Thayer

Town Liaison: Melanie Cunningham

The September 10th meeting was called to order by Vice President Savoca at 4 PM

- I. **Minutes of the August Meeting:** After reading the minutes and amending the date for the depletion of Badenhausen Brasher Branch funds (December 2021). A motion was made by Trustee McDonald and seconded by Trustee Ryan to accept the amended minutes. Carried 4-0
- II. **Unfinished Business:**
 - A. **School District Plans:** The Director displayed the Library Logo Badge in varying colors. This will be used on MPL materials.
The Director will be meeting soon with Town Supervisor Steve O'Shaughnessy and School Superintendent Patrick Brady to clarify timelines for preparing for the May vote for MPL to become a school district library.
Director Dunne-Thayer will make a presentation to the New York Women's Group at their September 12th meeting.
 - B. **Budget:** Director Dunne-Thayer is awaiting figures regarding Retirement, Medicare, Worker's Compensation, and Hospitalization. When these numbers are received from the Town Office, she will be able to finalize the budget.
Questions arose concerning MPL's remaining fund balance. How certain is that dollar amount? What are guidelines regarding fund balances?
 - C. **Winter Schedule – Staffing:** Director Dunne-Thayer reminded the Board that the MPL is now on winter hours; therefore, is open on Saturdays from 9AM to 5PM. The additional hours affect employee scheduling. The question was raised about using volunteers to provide the required "third" person. Using volunteers involves many things. The Director will be looking into this possibility.
 - D. **Programs and Outreach:** This month marks the beginning of partnering with Meals on Wheels. Director Dunne-Thayer is in contact with Cindy Sullivan concerning this launch. It begins by distributing information about the Library and its services and includes a questionnaire about which services clients might find useful.
The Director displayed the Newsletter with activities for the month and included some impressive information about the library itself. Additional mailings have made an impact on participation in MPL's programming.
The Director also informed the Board that because the Library is a place where supervised custodial visits can take place crowding can happen, particularly in the children's area. Scheduling with Social Services is being looked into as well as additional places where these visits could happen.
 - E. **NYS Construction Grant:** Director Dunne-Thayer is finalizing the grant application for the Community Kitchen. The light project will be included.