

Massena Public Library

Meeting of Board of Trustees-September 13, 2022 4 PM at Massena Public Library

**Present:** President Joseph Savoca, Treasurer Linda McDonald, Secretary Patty Ryan, Trustee Susan Gray  
Trustee Marie Kirwan excused.

**Town Liaison:** Tom Miller

**Director:** Elaine Dunne

The September 13, 2022 meeting was called to order by President Savoca at 4:05pm.

- I. **Minutes of the August 9<sup>th</sup> Meeting and August 17<sup>th</sup> Special Meeting:** After reading the minutes of the August 9<sup>th</sup> meeting a motion was made by Secretary Ryan, seconded by Treasurer McDonald to accept the minutes as written. Carries 4-0 After reading the minutes of the August 17<sup>th</sup> special meeting a motion was made by Treasurer McDonald, seconded by Trustee Gray to accept the minutes as written. Carried 4-0
- II. **Public Comments:** There were no public comments at this meeting.
- III. **Unfinished Business:**
  - A. **Personnel Vacancy & Hires:** Director Dunne reported that Children's Librarian Heather Sarsfield and Page Morgan McGowan are adapting well to job responsibilities. Children's Programming will be starting in October. Teen D&D group in progress. With the resignation of Chris LaShomb becoming effective at the end of September, Director Dunne has been looking into the Civil Service List for filling that position. She hopes for a replacement soon because of scheduling for winter hours.
  - B. **Budget:** There will be a budget workshop with the Town Council on Sept. 21 at 3:30PM.
  - C. **Community Organization Fair:** President Savoca and Director Dunne report that 26 organizations are planning to attend this event on September 28 from 6-8 PM. Extra tables have been arranged for, courtesy of the Recreation Department; chairs and table coverings will be provided for organization representatives. Advertising is in progress and programs are being prepared.
  - D. **125<sup>th</sup> Anniversary Celebration:** Director Dunne informed the Board that the New Horizons Swing Band will be performing for the opening event celebrating the Library's Anniversary of its Charter and 60 years in its present building on Nov. 5, 2022. A Proclamation will be made by Supervisor Susan Bellor. A picture display and timeline of significant library dates will be on display. Author Ellen Marie Wiseman will be featured on November 2 for a talk. Her current title will be on sale.
  - E. **Friends of the Library-Membership Campaign:** Director Dunne has a meeting scheduled for Sept. 22 at 2PM for people interested in joining the Friends of the Library. Reactivating this group would be a positive move for promoting the Library. It is uncertain whether the group ever had a 501c3 designation. A process to get established as one will be an early step to be considered.
  - F. **Emergency & Fire Prevention-Policy:** After the latest draft of the policy was discussed it was decided that even further discussion of various points was needed. Town Council

Liaison Miller is very helpful in these discussions. He suggested that we look at the policy documentation method for easy reference which is in use by the school district.

**G. Circulation Reports:** Director Dunne reports a notable rise. A slow but steady increase, but still not at pre-pandemic levels.

**H. Other Unfinished Business:** Director Dunne informed the Board that a volunteer has stepped up to help Children's librarian Heather Sarsfield with the garden. At this point it is being readied for winter.

Director Dunne reported that a patron paid for a table that had been broken in use. The tables and chairs remain a popular check out item.

President Savoca commented on the review of the Long Range Plan. It will be noted that the Community Fair, Anniversary Celebration and efforts to reactivate the Friends group are taking place within the planned time period and that all reflect the plan's theme to Engage the Community.

**IV. New Business:**

**A. NYS Senator Don Stec – Library visit October 17<sup>th</sup>:** Director Dunne announced that because of redistricting Senator Don Stec has replaced Joe Griffo representing our area. He will be visiting the Library on October 17<sup>th</sup> at 1:15.

**B. Presentation of Bills for Payment:** Bills in the amount of \$3,550.34 were submitted for payment. A motion was made by Treasurer McDonald, seconded by Secretary Ryan to pay the bills as presented. Carried 4-0

**C. Date of Next Board Meeting-October 11, 2022:** Director Dunne informed the Board that she will be unavailable on October 11. It was decided that the Board will meet on October 13, 2022 at 4pm in the Library.

**D. Other New Business:** President Savoca distributed copies of a Trustee Education Policy and Procedure for the Board's consideration. This education is now required on the state level. It will be the Board President's responsibility to keep a record of trustee's education activities. This policy will be voted on at the Board's next regular meeting. Director Dunne reminded Board members of the upcoming NCLS Annual Meeting in Clayton on Sept. 29. Interested members need to register soon.

Questions have arisen regarding left-over monies due to the new Badenhausen Reading Room. These questions are referred to the Town.

**V. Adjournment:** At 5:34pm a motion was made by Secretary Ryan, seconded by Trustee Gray to adjourn the Sept. 13, 2022 regular meeting. Carried 4-0

*Respectfully Submitted,*

*Patricia M. Ryan*

*MPL Board of Trustees, Secretary*

*Oct. 13, 2022*