

Massena Public Library

Meeting of Board of Trustees-August 9, 2022 4PM at Massena Public Library

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

Town Liaisons: Tom Miller and Adrian Taraska

Director: Elaine Dunne

The August 9, 2022 was called to order by President Savoca at 4 PM.

- I. **Minutes of the July 12th Meeting:** After reading the minutes of the July 12th meeting a motion was made by Secretary Ryan, seconded by Trustee Kirwan to accept the minutes as written. Carried 4-0
- II. **Public Comment:** There were no public comments at this meeting.
- III. **Unfinished Business:**
 - A. **Personnel Vacancies:** Director Dunne informed the Board that there is one qualified applicant for the Youth Services Position and are three applicants for the Page position. The Director will conduct a search of references and backgrounds. The Director will plan interviews for August 15, 16 or 17 and alert Board members on the interview team of dates and times. Treasurer McDonald, Secretary Ryan and Trustee Kirwan have volunteered to participate.
 - B. **Budget:** Director Dunne has submitted a preliminary budget to Supervisor Bellor. Budget work will be ongoing.
 - C. **Emergency & Fire Prevention-Policy:** Director Dunne gave board members copies of the "in progress" updates for MPL's Emergency Policy. A few points were discussed. Board members and liaisons will review these, make additions or changes in order that adoption is possible at the September meeting of the Board. A fire drill is planned for the library during Fire Prevention Week on Oct. 13 or 14.
 - D. **Programming-Fall Plans:** Director Dunne listed Sewing, Friday afternoon movies, Children's Storytime, Dungeon's and Dragons, the Arthritis Foundation's Walk with Ease Program, and Senior Planet classes, led by Director Dunne and Alicia Steenberg, as being scheduled for Fall. Director Dunne also told the Board that plans to work with Friends of the Library are being made. Advocacy by such a group would be very helpful in supporting a thriving Library.
The Board discussed both the celebration of the Library's Anniversaries and a Community Fair. Events for Anniversaries will be held on and around November 5th. The Community Fair will be decided on by Aug. 11 AM with input from all Board members.
 - E. **Long Range Plan-Review:** Director Dunne gave Board members and liaisons copies of LRP that changes, adaptations and updates of our plan. As with the Emergency Policy these will be reviewed, and ideas shared in order that this item may be acted upon at the Board's next meeting.

Massena Public Library

Special Meeting of Board of Trustees-10AM August 17, 2022 at the Celine G. Philibert Memorial Cultural Center & Museum

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

Library Director: Elaine Dunne

The Special Meeting was called to order by President Savoca at 10AM.

I. New Business:

- A. Library Assistant – Youth Services Vacancy:** Treasurer McDonald made a motion, seconded by Secretary Ryan to hire Heather Sarsfield, 307 Hopson Rd., Brasher Falls NY @ \$18.07 per hour for 30 hours per week as Library Assistant - Youth Services. Carried 3-0
- B. Library Page Vacancy:** Secretary Ryan made a motion, seconded by Treasurer McDonald to hire Morgan McGowan, 59 Bridges Ave., Massena NY @ \$13.20 per hour for 10 hours per week as Library Page. Carried 3-0

These actions were taken in accord with State Education Law 226. "The Trustees of every corporation created by the Regents may (7) appoint and fix salaries of such officers and employees as they shall deem necessary."

- II. Adjournment:** At 10:10 a motion was made by President Savoca, seconded by Treasurer McDonald to adjourn the Special Meeting. Carried 3-0

Respectfully submitted,

Patricia M. Ryan

Secretary Massena Public Library