

Rec'd 12/15/21

Massena Public Library

Meeting of Board of Trustees-November 9, 2021 – Via Zoom

Present: President Joseph Savoca, Secretary Patty Ryan, and Trustee Marie Kirwan, and excused absence for Treasurer Linda McDonald

Town Liaisons: Susan Bellor and Tom Miller

Library Director: Elaine Dunne

The November 9, 2021 meeting was called to order by President Savoca at 4:00 PM.

- I. **Minutes of the October 12, 2021 Meeting:** After reading the minutes of the October 12th meeting a motion was made by Secretary Ryan, seconded by Trustee Kirwan to accept the minutes as written. Carried 3-0
- II. **Unfinished Business:**
 - A. **Budget 2022:** There have been many reductions made in the proposed budget. The Budget will be finalized, Nov. 10 at the Massena Town Council meeting.
 - B. **Badenhausen Library Branch:** A number of patrons and Brasher residents have formed a group with the intent of keeping the Badenhausen Library open as a Reading Room. Spearheaded by Michelle First and Donna Kuhn a Board has been formed who will take responsibility for the lease. The group and Matt Corey from NCLS will be meeting with the Brasher Town Board November 10th.
 - C. **Transition to Phase 5 of Library Safety Plan:** A motion was made by President Savoca, seconded by Secretary Ryan to move from Phase 4 to Phase 5 of the library's safety plan. Carried 3-0. This will allow in house programming with mask requirement in place.
 - D. **Library Programs and Grants:** Director Dunne reports that Pre-School Storytime, Children's Book Group, as well as Teen Dungeons & Dragons groups have continued meeting outdoors in this mild Fall.
A grant from the St. Lawrence Council on the Arts has a balance of \$3,852.00 remaining. Director Dunne plans to use this toward Art Display events in partnership with the Async Arts group.
Director Dunne informed the Board that a grant of \$3,000 was received from Alcoa. As a part of Alcoa's Community Action, a group of Alcoans painted Room B. This Room will soon be open for sewing and other workshop events.
 - E. **Library Trustees Training:** Director Dunne reminded the Board about NYS requirements for Board member training which will take effect in 2023. In the meantime, many workshops are offered on the NCLS website. Paulette Roes from NCLS assures us that these workshops will satisfy the requirement when it comes into effect. The Zoom workshop on Nov. 16th is on Library Board Meetings, on Nov. 18th on Compliance with NYS Educational Law.
 - F. **Friends of the Library – Steering Committee:** Director Dunne has been in contact with a nucleus of ten people who are ready to take an active part in the Friends of the Library. An in-person meeting is planned at the beginning of the new year.
 - G. **Circulation Reports:** Circulation is improving at a slower rate than the Director would like. She does report that this is the situation in surrounding libraries as well. As in-

house programming restarts it is hoped that circulation will improve. The counter which tracks the number of visitors entering the library is not functioning and will be replaced. The fact that curbside service is still available will be republicized.

- H. **Transfer of Funds:** A motion was made by President Savoca, seconded by Trustee Kirwan to transfer \$2,508.86 from the Brasher Branch to MPL for the purpose of salaries, supplies and operation. Carried 3-0
- I. **Other Unfinished Business:** Secretary Ryan asked whether the alarm system to the Fire Station has been functional. Since this issue has not yet been resolved Liaison Miller will work to correct the problem.

III. **New Business:**

- A. **Presentation of Bills for Payment:** Bills in the amount of \$5,647.03 for MPL and \$614.08 for the Badenhausen Branch were presented for payment. A motion was made by President Savoca, seconded by Secretary Ryan to pay the bills as presented. Carried 3-0
- B. **Date of Next Board Meeting:** The next regular meeting of the MPL Board of Trustees will be December 14, 2021 at 4 PM.
- C. **Other New Business:** President Savoca pointed out that there is a Compliance Initiative Tool Kit available from NCLS which can be used to assure MPL is aligned with State Education Department directives. This will be helpful as the Board works on policy issues.

- IV. **Adjournment:** At 4:41 Secretary Ryan made a motion, seconded by Trustee Kirwan to adjourn the meeting. Carried 3-0