

Being studied

Meeting of Board of Trustees-Nov. 10, 2020-4 PM-Via Zoom

Present: Vice President Joseph Savoca, Treasurer Linda McDonald, Trustees Jeanna Matthews and Patty Ryan

Town Liaisons: Susan Bellor and Robert Elsner

Library Director: Elaine Dunne

The November 10, 2020 meeting was called to order by Treasurer McDonald at 4:03PM. (Vice-President Savoca entered the meeting directly after and took over the meeting.)

- I. **Minutes of October 13th Regular Meeting:** After reading the minutes a motion was made by Trustee Matthews and seconded by Trustee Ryan to accept the minutes as written. Carried 4-0
Minutes of October 16th Special Meeting: After reading the minutes a motion was made by Trustee Matthews and seconded by Treasurer McDonald to accept the minutes as written. Carried 4-0
- II. **Unfinished Business:**
 - A. **Budget and Accounting Practices:** The interim budget was approved at the Oct. 18th Town Council meeting; final approval will take place during the Town Council meeting in December. (Some of the discrepancies which have appeared between the Town's and Library's Accounting may be due to the fact that the Town uses an Accrual System and the Library uses a Cash System. How differences can be corrected is being studied and will be looked at further in coming meetings.)
 - B. **COVID Update and Service Practices:** Director Dunne stated that the Library is currently in Phase 4 of re-opening which includes limited patron access to the Library, as well as curbside. Because of the current uptick in Covid cases Director Dunne recommends returning to the Curbside Service only, and limiting staff to 3 at any one time. This would limit contacts for both patrons and staff. A motion was made by Trustee Ryan and seconded by Trustee Matthews to follow this recommendation until Nov. 24th, at which time this will be reassessed. Carried 4-0 Supervisor O'Shaughnessy will be advised that this change is taking place.
 - C. **Programs and Newsletters:** Director Dunne reported that each month circulation has increased a bit even with limited services. Newsletters are still being mailed to patrons, the Library Book group meets monthly via Zoom, children's Librarian Ronnie Tatro has been using Zoom for various Children's & Youth activities. These are effective ways to sustain patron use of library services.
Director Dunne shared ways she and staff plan to reach out to the community during the Holidays. "Light up the Library" will include trees in large windows of the Main Reading Room and Warren Room, holiday themed table runner & mask giveaways.
 - D. **Transfer of Funds:** A motion was made by Treasurer McDonald and seconded by Vice-President Savoca to transfer \$2,461.20 from the Badenhausen Brasher Branch to MPL for the purpose of salaries, operation, and supplies. Carried 4-0

III. New Business:

- A. Presentation of Bills for Payment:** Bills in the amount of \$2,893.61 for MPL and \$171.99 for the Badenhausen Brasher Branch were presented for payment. A motion was made by Trustee Ryan and seconded by Treasurer McDonald to pay the bills as presented. Carried 4-0
- B. Date of Next Regular Board Meeting:** The next regular meeting of the MPL Board will be Dec. 8, 2020. A special meeting will be held Nov. 24 to reassess whether to remain on "curbside only" service.
- C. Other New Business:** Director Dunne advised the Board that there are difficulties with ABS, the current phone service. Calls are frequently dropped, Faxes need to require more privacy, and the direct connection to the Fire Department does not function. These problems could not be resolved even with the help of NCLS Tech attention. These same problems did not exist with previous SLIC service provider. Of particular concern is the connection to the Fire Department. Supervisor O'Shaughnessy will be informed of these difficulties.
- Vice-President Savoca brought the Board's attention to a number of Library Advocacy Workshops being offered by NCLS.

- IV. Adjournment:** At 4:56 Trustee Ryan made a motion, seconded by Treasurer McDonald the meeting be adjourned. Carried 4-0

Respectfully submitted

Dec. 8, 2020

Patricia M. Ryan

Massena Public Library

Special Meeting of the Board of Trustees-4pm-Nov. 24, 2020-Via Zoom

Present: President Jack Bain, Vice-President Joseph Savoca, Treasurer Linda McDonald, Jeanna Matthews and Patty Ryan

Director: Elaine Dunne

Town Liaison: Susan Bellor

The November 24th Special Meeting was called to order by President Bain at 4:03 PM.

The purpose of the meeting was to discuss MPL's current Phase 3 Curbside Service.

A motion was made by Trustee Matthews and seconded by President Bain to remain in Phase 3 providing only curbside service; and to review this decision at the next regular Board Meeting. Carried 5-0

President Bain adjourned the special meeting at 4:08 PM

Respectfully submitted

Dec. 8, 2020

Patricia M. Ryan