



Massena Public Library
Meeting of Board of Trustees-
December 8,2020 -4:00PM-Via Zoom

Present: Vice-President Savoca, Treasurer Linda McDonald, Secretary Patty Ryan and Jeanna Matthews

Town Liaisons: Susan Bellor and Bob Elsner

Library Director: Elaine Dunne

The December 8,2020 meeting was called to order by Vice-President Savoca at 4:04 PM

- I. **Minutes of Nov. 10, 2020:** After reading the minutes of the Nov. 10 meeting a motion was made by Vice-President Savoca, seconded by Treasurer McDonald to accept the minutes as written. Carried 4-0
Minutes of Nov. 24 Special Meeting: After reading the minutes of the Nov. 24 meeting a motion was made by Trustee Ryan, seconded by Treasurer McDonald to accept the minutes as written. Carried 4-0
- II. **Unfinished Business:**
 - A. **Budget and Accounting Practices:** It was noted that the Nov. 18th version of the Town's budget included a line for the Brasher Branch for Personnel in addition to the \$65,000 total funding for the Branch; in the interest of accuracy the personnel line should be removed, and thus subtracted from the total. Director Dunne will advise Supervisor O'Shaughnessy of this. The study of other accounting practices is ongoing.
 - B. **Covid Phase:** The library will remain in the current phase until voted to change. Presently, curbside only with a few exceptions regarding copying, faxing and notary services.
 - C. **Grants:** Director Dunne advised that the initial check for \$110,580 from the NYS Library Construction Grant has been received. This project involves updating the lighting in the library. The final check for \$12,287 will be received when the project and final paperwork are completed. The amount of \$40,000 is needed in matching funds. Director Dunne has approached the NNY Community Foundation who recommended that more local sources of funding should be sought. The North Side Energy Center will be contacted. (This company will be installing solar energy farms in this area.) Director Dunne is applying for a Youth Garden Grant to extend the garden in front of the library. This would include gardening tools and extend possibilities for patron involvement in the project. Pollinator and Herb Gardens are planned. Director Dunne will also apply for the Stewart's Holiday Match in early January. In the past this grant has helped to fund summer programming.
 - D. **Long Range Plan:** Since new minimum standards take effect in the new year Director Dunne spoke of where the library stands on meeting these. A significant portion of the standards reference a long-range plan. Much of this plan involves assessing the needs of the library's service area and how the library plans to meet these needs. To this end, questionnaires will be developed for use with regular library patrons and for people who don't currently use the library. During pandemic restrictions these can be placed in

curbside pick-up bags as well as being posted on the library's website and Facebook page.

- E. **Circulation Report:** Director Dunne stated that the return to curbside service affected circulation negatively. She also remarked that December is usually lower. She plans a PR boost for e-books and Wi-Fi availability from outside the library.
- F. **Transfer of Funds:** A motion was made by Treasurer McDonald, seconded by Vice-President Savoca to transfer \$1,994.69 from the Brasher Branch to MPL for the purpose of salaries, operations, and supplies. Carried 4-0

III. **New Business:**

- A. **Presentation of Bills for Payment:** Bills in the amount of \$558.84 for the Brasher Branch, and \$3,999.60 for MPL were presented for payment. A motion was made by Treasurer McDonald, seconded by Trustee Ryan to pay the bills as presented. Carried 4-0

- B. **Personnel Issues:** At 4:37 a motion was made by Trustee Ryan, seconded by Treasurer McDonald to go into Executive Session to discuss the performance of a specific employee. Carried 4-0

At 4:40 the Board returned to regular session. Vice-President Savoca made a motion, seconded by Treasurer McDonald to increase the Director's salary by 2%. Carried 4-0

- C. **Trustee Terms:** President Bain's term expires this year. Since he was unable to attend this meeting, Director Dunne will advise the remainder of the Board whether he plans to continue to serve. Terms of other Board members expire as follows: Vice-President Savoca-2021, Trustee Ryan-2022, Treasurer McDonald-2023, and Trustee Matthews-2024.

- D. **Date of Next Board Meeting:** The next regular meeting will be on January 12, 2021.

- IV. **Adjournment:** At 4:47 Vice-President Savoca made a motion, seconded by Trustee Ryan to adjourn the Dec. 8 meeting. Carried 4-0

Respectfully Submitted,
Laticia M. Ryan - Secretary
MPL Board