

Massena Public Library

Meeting of Board of Trustees-January 10, 2023  
4:15pm at Massena Public Library

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

**Town Liaisons:** Debbie Willer and Adrian Taraska

**Director:** Elaine Dunne

The January 10, 2023 meeting was called to order by President Savoca at 4:15 PM.

- I. **Minutes of December 6<sup>th</sup> – Special Meeting and Minutes of the December 13<sup>th</sup> – Regular Meeting:** After reading the minutes of the December 6<sup>th</sup> meeting a motion was made by Secretary Ryan, seconded by Trustee Kirwan to accept minutes as written. Carried 4-0. After reading the minutes of the December 13<sup>th</sup> meeting a motion was made by Treasurer McDonald, seconded by Secretary Ryan to accept the minutes as written. Carried 4-0
- II. **Public Comment:** There were no public comments at this meeting.
- III. **Election of Officers:** A motion was made by Treasurer McDonald, seconded by Secretary Ryan that Joseph Savoca remain as president. Carried 4-0 A motion was made by Secretary Ryan, seconded by Treasurer McDonald that Trustee Kirwan become Vice-President. Carried 4-0 A motion was made by Secretary Ryan, seconded by Vice-President Kirwan that Linda McDonald remain as Treasurer. Carried 4-0 A motion was made by Treasurer McDonald, seconded by President Savoca that Patty Ryan remain as Secretary. Carried 4-0.
- IV. **Unfinished Business:**
  - A. **Personnel Vacancy:** Director Dunne informed the Board that there are three applicants for the position of clerk. Interviews will be scheduled soon. Participating Board members will be notified as needed.
  - B. **Budget:** The question of a “fund balance” was addressed by Liaisons Taraska and Willer. Further questions will be addressed by Director Dunne and President Savoca to the auditor when the Town Auditor returns.
  - C. **January Programs:** The Director noted that December Program attendance had a few upward percentages. She is hopeful that the trend continues. In February the Massena Artist’s Association will host a show which will include works of local students. Also, in February the Sewing Lab will feature a Beginners Class. The goal there would be to help participants grow in confidence and engage in practical projects.
  - D. **Policy Vote – (a) Conflict of Interest Policy and (b) Ethics Policy:** A motion was made by Secretary Ryan, seconded by Vice-President Kirwan to accept the Conflict of Interest Policy as presented. Carried 4-0. A motion was made by Vice-President Kirwan, seconded by Treasurer McDonald to accept the Ethics Policy as presented. Carried 4-0.
  - E. **Holiday Closing Dates:** A motion was made by Secretary Ryan, seconded by Treasurer McDonald to adopt the Holiday Closing Dates as presented. Carried 4-0
  - F. **Long Range Plan – Review:** President Savoca will add wording to the plan which will focus on increasing the use of e-media and additional marketing of the Library and its services. This will include a monthly radio interview with the Director and additional submissions

to North Country Now. Director Dunne will then forward the updates to the Board in order that the Review can be adopted at the Board's February meeting.

- G. **Circulation Reports:** Director Dunne noted the continuing rise in most areas.
  - H. **Other Unfinished Business:** As planned earlier, Director Dunne toured the Library with Dylan Casselman, Frank Diagostino, and Mike Gomes. They noted that the library is well maintained with no issues at present. The main observation was about the HVAC system. It has new controls on an old boiler system.  
Director Dunne informed the Board that the library's color printer is not longer working. She will look into the purchase or lease of a new one.
- V. **New Business:**
- A. **Presentation of Bills for Payment:** Bills in the amount of \$3,632.42 were presented for payment. A motion was made by President Savoca, seconded by Treasurer McDonald to pay the bills as presented. Carried 4-0.
  - B. **Library Giving Day (April 4<sup>th</sup>, National Library Week (April 23-29):** The Director and Board discussed the importance of planning well for this important annual event. The discussion included developing a theme to carry through the year and how to expand our network of donors. Also included was the importance of expanding Library support through the Friends of the Library.
  - C. **Date of the Next Board Meeting:** The next regular meeting of the MPL Board will be on February 14, 2023 at 4:15 PM in the Library.
  - D. **Other New Business:** Director Dunne distributed three updated technology policies for the Board to review. These will be voted on at the February meeting.
- VI. **Adjournment:** At 5:45 a motion was made by President Savoca, seconded by Treasurer McDonald to adjourn the January 10, 2023 meeting of the MPL board. Carried 4-0.

**Announcements:** Participating board members will be notified of Clerk interview dates and times  
Discussions on Library Giving Day planned  
Meeting with Ogdensburg Friends will be scheduled

**Tasks:** Review three tech policies  
Sign Conflict of Interest Policy  
Consider ideas for Giving Day and National Library Week  
Director to send LRP review to Board

*Report fully submitted.  
Leticia M. Ryan  
Secretary - Massena Public  
Library Board*