

Massena Public Library

Meeting of Board of Trustees – March 14, 2023 4:15 at the Massena Public Library

Present: President Joseph Savoca, Vice-President Marie Kirwan, Treasurer Linda McDonald, Secretary Patty Ryan, Trustee Jennifer Stokes

Town Liaison: Deb Willer

Director: Elaine Dunne

The March 14, 2023 meeting was called to order by President Savoca at 4:23pm.

- I. **Minutes of February 14th Regular Meeting and Special Meetings of February 21st and February 28th:** After reading the minutes and amending the date of closing motion in the minutes of February 28th, a motion was made by Secretary Ryan, seconded by Treasurer McDonald to accept the minutes as amended. Carried 5-0
- II. **Public Comments:** There were no public comments at this meeting.
- III. **Unfinished Business:**
 - A. **Guest:** Director Dunne welcomed guest Matt Corey. Matt is North Country Library System's St. Lawrence County Consultant. Matt commented on the loss of institutional knowledge that MPL will incur with Director Dunne's, and Assistant Director Fuerhing's retirements. He said the posting of the Director position is on a wide library specific network as well as being advertised locally. President's Savoca's timeline is well laid out and the succession plan is progressing. NCLS will continue to support the library trustees during the director hiring process and provide orientation and assistance with compliance issues to the newly hired director. The hiring committee will hold a special meeting on March 21st at Noon in the Library.
 - B. **Personnel:** Director Dunne informed the Board that Assistant Director Debbie Fuerhing's job will be posted. The clerk position to be filled by Elizabeth Currier is on delay because of administrative issues.
 - C. **Friends of the Library:** Director Dunne reports that an active group is evolving. Steps to form a corporation, become a 501(c)3 and attain an EIN are in progress. The group has many ideas for National Library Week, Library Giving Day and beyond.
 - D. **March Programs:** Director Dunne noted that the Massena Artists Association Show is ongoing. Its opening was well attended. Regular programs are proceeding.
 - E. **Library Giving Day & National Library Week:** Library Giving Day will be April 25th, the Tuesday of National Library Week which is April 24-29. The Friends Group will sponsor a Book Sale and offer mugs, bags & tee-shirts for sale.
 - F. **Policy Vote:** The vote on policy regarding Website & Social Media was tabled for some language clarification. A motion was made by Secretary Ryan, seconded by Vice-President Kirwan to accept the Policies on Virtual Programming and Photo Release Form as written. Carried 5-0. President Savoca noted that the Library policies will be posted on the Library's website.
 - G. **Conflict of Interest Policy – Signatures:** The Director and Board members signed MPL's Conflict of Interest Policy. These are on file with President Savoca.

- H. **Circulation Reports:** While both library visits and circulation numbers are continually rising they are not up to pre-pandemic levels. Matt Corey noted that this is the situation at all NCLS member libraries.
 - I. **Other Unfinished Business:** Town Liaison Deb Willer informed the Board that the audit of 2021 is not complete. She is hopeful that the audit will be up to date soon and that Badenhausen monies can be returned in the near future.
- IV. **New Business:**
- A. **Presentation of Bills for Payment:** Bills in the amount of \$8,366 were presented for payment. A motion was made by Treasurer McDonald, seconded by Trustee Stokes to pay the bills as presented. Carried 5-0
 - B. **Date of Next Board Meeting:** The next regular meeting of the Massena Public Library Board of Trustees will be April 11, 2023 at 4:15pm at the Massena Public Library.
 - C. **Other New Business:** The Annual Report has been completed. It will be forwarded to Board members by Director Dunne and voted on for approval at the next meeting. The report to the Community will follow soon.
- V. **Adjournment:** At 5:37 a motion was made by Secretary Ryan, seconded by Vice-President Kirwan to adjourn the March 14th regular meeting of the MPL Board of Trustees. Carried 5-0