

Minutes of the Massena Public Library Board of Trustees Meeting

August 14, 2018

Present: Vice President Joseph Savoca, Treasurer Linda McDonald and Secretary Patty Ryan

Library Director: Elaine Dunne-Thayer

The August 14, 2018 meeting of the MPL Board was called to order by Vice President Savoca at 4:05 PM

- I. **Minutes of the July 10, 2018 Meeting:** After presenting, reading and amending the minutes of the last meeting a motion was made by Trustee Ryan and seconded by Trustee McDonald to accept the minutes as amended. Carried 3-0
- II. **Unfinished Business:**
 - A. **Employee Issues:** The MPL Board went into Executive Session at 4:09 to discuss employee issues and returned to regular session at 4:13.
 - B. **Elevator & Business Center:** Town Supervisor O'Shaughnessy has received approval from the NYS Dormitory Authority for installation of the new elevator. Frank D'Iagostino will submit this project for bid. The wall for the Business Center will be included in this project.
 - C. **Construction Grant Update:** Director Dunne Thayer has received a quote from Watson Electric for the Lighting Project. A grant from NCLS would cover half of the cost. Since the quote came in at \$142,929.00, Director Dunne Thayer will be looking to other sources for matching options which would lessen the cost for the Library. In the absence of other funding it is a possibility that the project could be done in part or delayed.
 - D. **Personnel & Policy Manual:** The Board discussed the "Hours of Service" section of Policy. A motion was made by Vice President Savoca and seconded by Trustee McDonald to accept the changes as presented. Carried 3-0
 - E. **Transfer of Funds:** A motion was made by Vice President Savoca and seconded by Trustee McDonald to transfer \$2,135.50 from the Brasher Branch to MPL for salaries, operation and supplies. Carried 3-0
 - F. **Circulation Reports:** While visits were down, circulation was up in many areas. Summer programming was not as well attended as expected. This could be due to the extremely hot weather, times of programs or preparations for programs. Director Dunne Thayer will be considering these possibilities with library staff to produce more success next summer.
 - G. **Other Unfinished Business:** The Garden Project is still close to complete. The new sign is installed but not powered, plantings are still being done and engraving is incomplete. Director Dunne Thayer noted that the Library is included as a stop on the Town's bus route.
- III. **New Business:**
 - A. **Presentation for Bills for Payment:** Bills for the Brasher Branch in the amount of \$4,239.61 and for MPL in the amount of \$16,305.32 were presented for payment. A motion was made by Vice President Savoca and seconded by Trustee McDonald to pay the bills as presented. Carried 3-0
 - B. **Budget:** Director Dunne Thayer introduced a draft of a budget for 2019. Since there are still many unknowns further work and discussion will follow.

- C. Union Contract:** Since the time is near for a new contract for union employees some informal discussions are soon to begin. Vice President Savoca, Director Dunne Thayer, Supervisor O'Shaughnessy and involved staff members will meet initially on August 15.
 - D. Date of Next Board Meeting:** The next regular meeting of the MPL Board will be September 11 at 4 PM.
 - E. Other New Business:** No other new business was discussed.
- IV. Adjournment:** The August 14th, 2018 meeting of the MPL Board adjourned at 5:12.