

Massena Public Library Board of Trustees Meeting

February 13, 2018 – 4:00PM

Present: President Jack Bain, Treasurer Linda McDonald and Trustees Joseph Savoca and Patty Ryan

Library Director: Elaine Dunne-Thayer

Town Liaisons: Melanie Cunningham and Sam Carbone

The February 13, 2018 meeting of the MPL Board was called to order by President Bain at 4:02 PM

- I. **Minutes of the January 9 Meeting:** After presenting and reading the minutes of the last meeting a motion was made by President Bain and seconded by Trustee McDonald to accept the minutes as written. Carried 4-0
- II. **Unfinished Business:**
 - A. **Employee Issues:** The MPL Board went into Executive Session at 4:03 to discuss Employee Issues and returned to regular Session at 4:23. Trustee Savoca made a motion which was seconded by President Bain that Director Dunne-Thayer interview and hire a part-time Children's Library Assistant at the rate of \$17.70 per hour. Carried 4-0
President Bain made a motion which was seconded by Trustee McDonald to move Cathlene Hartson to the position of part-time Library Aide at the hourly rate of \$12.48 per hour, effective April 1, 2018. Carried 4-0
 - B. **Programs:** Director Dunne-Thayer presented a summary which included the name of the Presenter, the Program offered, and the number of participants. The summary indicates that the Library is providing activities which are well attended by children, a growing number of adults, but is weak in reaching teens.
 - C. **Elevator:** Work on the elevator is stalled because of unclear language in the buildings' deed. The Town Attorney Eric Gustafson is working on an affidavit that will clarify the issue and enable the work to go forward. In the interim the Library Staff is beginning to set up the Business Center using shelving to temporarily delineate the space.
 - D. **Open NYS Construction Grants:** Director Dunne-Thayer reported that the Memorial Garden would be completed this summer. The new sign is ready for installation, benches have dedications from community members, and remembrance plaques are in the planning phase.
 - E. **Transfer of Funds:** A motion was made by President Bain and seconded by Trustee McDonald to transfer \$1,757.26 from the Badenhausen Brasher Branch to the MPL for payment of salaries. Carried 4-0
 - F. **Circulation Reports:** A significant decline was noted in the area of juvenile fiction. Comparisons of both circulation and library visits with January of 2018 showed quite a drop. This drop was not as notable when compared to December of 2017. With that trend there is also an uptick in program attendance and engagement in community events.
 - G. **Other Unfinished Business:** Director Dunne-Thayer reported that the Friends of the Library netted \$364 on another successful Bag Sale on February 10th.

Director Dunne-Thayer advised that the Brasher Winter Carnival is scheduled for Saturday, February 17th. This event features a Parade and a number of fun events. The Badenhause Branch will again host refreshments and crafts for children.

The Massena Artists Association has an Open Show in progress until Feb. 24th when a People's Choice Award will be posted.

The Library is partnering with The Celine G. Philibert Memorial Cultural Centre & Museum featuring Camilla Ammirati, PhD, Director of Research and programs at Traditional Arts in Upstate New York (TAUNY). The program begins at 2PM at the Library with an interactive presentation and continues at the Cultural Center to tour the Exhibit. Light refreshments will be served.

III. New Business:

- A. Updating Personnel & Policy Manual:** The MPL Board will consider changes in Bylaws, discuss these, and vote on changes to be made at the following month's meeting. Presently the Board is considering the length of term for members and for its president.
- B. Presentation of Bills for Payment:** Bills for the Brasher Branch in the amount of \$3,979.71 and for MPL in the amount of \$13,246.25 were presented for payment. A motion was made by President Bain and seconded by Trustee McDonald to pay the bills as presented. Carried 4-0
- C. Date of next Board Meeting:** The next meeting of the MPL Board will be March 13, 2018 at 4 PM.
- D. Other New Business:** Director Dunne-Thayer asked the Board to sponsor her attendance at the 2018 Research Institute for Public Libraries Regional New York to be held in Utica on April 18 & 19, 2018. Expenses would include registration fee of \$20.00, lodging for two nights and some meals: most meals are provided. A motion was to approve the necessary expenditure was made by Trustee McDonald and seconded by President Bain. Carried 4-0

IV. Adjournment: The February 13, 2018 meeting of the MPL Board adjourned at 5:07 PM.