

Minutes of the Massena Library Board Meeting

July 10, 2018

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

Library Director: Elaine Dunne-Thayer

Town Liaison: Melanie Cunningham

The July 10, 2018 meeting of the MPL Board was called to order by President Bain at 4:00 PM.

- I. **Minutes of the June 12, 2018 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 4:05 to discuss upcoming employee departures. The Board came out of Executive Session at 4:07. At that time President Bain made a motion which was seconded by Trustee McDonald to authorize Director Dunne-Thayer to open a search for the hiring of a library aide and two library pages.
 - B. **Construction Grant Updates:** Director Dunne-Thayer advised the Board that all the items included for the Patron Business Center have arrived and will be installed. Because there has been such a delay in the construction of the wall to enclose the center, its construction may be removed from the grant to facilitate opening the Center and receiving Grant reimbursement.
The NYS Grant to update interior and exterior lighting is in process.
The Memorial Garden Project is nearly complete. Benches have been installed and are being used, plantings are about complete. Plaques and engravings are in final stages. Director Dunne-Thayer hopes for a dedication event before the end of summer.
 - C. **Personnel & Policy Manual:** Director Dunne-Thayer will forward by e-mail the final wording for Hours of Service. The Board will vote on this item at the August meeting.
 - D. **Transfer of Funds:** A motion was made by President Bain and seconded by Trustee Ryan to transfer \$2,173.21 from the Brasher Branch to MPL for the purpose of paying salaries, supplies, and operational costs. Carried 4-0
 - E. **Circulation Reports:** It was noted that circulation was up at MPL this past month. Wireless usage at both libraries also increased.
 - F. **Other Unfinished Business:** Director Dunne-Thayer has plans to schedule a meeting with Brasher Town Supervisor Peets regarding the town picking up some of the funding for the Brasher Branch and perhaps eventually taking over that entire funding.
- III. **New Business**
 - A. **Presentation of Bills for Payment:** Bills for the Brasher Branch in the amount of \$2,154.40 and for the MPL in the amount of \$6,923.75 were presented for payment. A motion was made by Trustee McDonald and seconded by President Bain to pay the bills as presented. Carried 4-0

- B. Staff Trainings and Conferences:** Director Dunne-Thayer informed the Board that there are scholarship funds available through the Library System for staff to attend professional conferences. Funds from the Friends of the Library could also be used for this purpose. Attending such conferences is always helpful for networking with other libraries and keeping up with innovative library practices.
 - C. Donations:** Director Dunne-Thayer reported that the library's summer programs will be covered by the following donations: SeaComm - \$325, NBT - \$100, Rotary - \$200 and the Bushnell Trust - \$3,350.
 - D. Date of Next Board Meeting:** The MPL Board will meet on August 14, 2018 at 4PM.
 - E. Other New Business:** No other new business was discussed.
- IV. Adjournment:** The July 10, 2018 meeting of the MPL Board was adjourned at 4:35 PM.