

Friends of Massena Library

## **Minutes - May 15, 2023**

Members in attendance: Donna Bourdon, Jane Mogle-Besaw, Elaine Dunne, Tim Zenger, Jean Centrella, Juanita McPherson, Sylvia Cordwell, Patty Ryan, Gerry Kinney, Pat Baxter, Bev Robinson and Doris Chenier

### **Call To Order**

Donna called the meeting to order at 3:05 p.m.

### **New Member**

Gerry Kinney was welcomed to the meeting.

### **Approval of Minutes**

Minutes were reviewed by members in advance. Donna asked for a motion to approve them as presented. Bev made a motion to approve and Juanita seconded and they were voted on and unanimously passed.

### **Treasurer's Report - Elaine Dunne**

She began by saying it was a very busy report that covered the April Library Week activities. She said the Library did very well with selling the various merchandise. She said that Library Giving Day, which is still moving along, will be updated in the next Treasurer's Report, but said the amount raised is about \$7,000 to date.

She said that there were less Corporate Sponsorships than in past years— 5 or 6 participated this year. She hopes that this can increase in coming years. She has a listing of all Corporate Sponsors that she sends a letter to each year. Thank you letters for this year's sponsors are in the process of being sent. It was also suggested that a thank you to these sponsors occur on the Friends FB page.

However, donations from the community and Patrons increased. Because our Friends group knows a wide range of people, she is confident that word of mouth next year will continue to keep this number on the increase, and feels the same can be done with Corporate sponsorship in future.

Elaine reported that the Friends account is currently at \$51,226.63. Deposits included \$200 for FOL Memberships; \$281 for Library Merchandise; \$603 for the Spring Book Sale; \$368 for the Lottery Ticket Raffle; \$130 for the Basket of Merchandise Raffle; and \$45.50 for the Lobby Book Sale. All deposits totaled \$1,627.50.

She provided a list of current inventory of items to sell. She said the shirts are selling well, but said the bags aren't selling as quickly as hoped. We are currently half way through our supply of mugs.

After the report concluded, and hearing no questions or comments, Donna asked for a motion to approve the Treasurer's Report as presented. Sylvia moved approval and Doris seconded and it was voted on and unanimously passed.

### **National Library Week in Review**

Donna reiterated that National Library Week was a great deal of fun and very successful. She is excited to begin the year on this high note. She thanked many of those present as well as other members of the core group who came to various events all week. She thanked Juanita and her Committee for the refreshments provided—many positive comments were received from Patrons.

Both music events were well attended and excellent. She also thanked MaryKay for her donation of lottery tickets for the raffle. Jane was thanked for coordinating putting up the sign downtown. She also recognized Margaret Demo on behalf of her brother, Jim, who had money set aside in his Will that was donated and used to the Staff Luncheon. On behalf of the Library staff, Elaine thanked the Friends who worked the front desk that day and gave the staff the time to enjoy the lunch.

Donna said that the Friday movie day was another successful event; A Man Called Otto was shown and she thanked Bev for providing the movie and tickets as part of the separate raffle. Elaine said she was pleased to see so many people attend—at least 30 people.

Regarding the Saturday Book Sale, Donna thanked all who attended and helped that day. The New Horizons Swing Band at noon was well received as well. Musical acts seem to be a very popular attraction and there is hope to do more in future.

Elaine reported that Every Library of the US States, a non-profit organization that helps libraries when they are faced with various challenges to programs, etc. They also assist with guidance on various topics. They have a Twitter feed where they congratulated our Massena Friends group for the large variety of activities during Library Week. She was very pleased our efforts caught their attention.

Juanita thanked those who contributed various baked goods for events. There were a large assortment of goodies and Patrons thought it was delicious. There were enough cookies and other goods to allow for another reception after the Swing Band on Saturday.

Juanita is in charge of the upcoming refreshments for future receptions and will be reaching out to Friends who are bakers. The first of these receptions will occur on June 7.

At the Book Sale, a good number of jigsaw puzzles were purchased. The display was very eye-catching and arranged by theme.

**Publicity - Tim Zenger**

Tim said the webpage is now online and available to everyone. He gave a demonstration of it at the meeting. The nice thing is that it's also mobile capable and will shrink to fit all devices used to access it.

He showed the group the website for the Friends of the Library Main Page, with a picture of the Massena Library displayed. Everything that you see on the page is here in the building. There are multiple subpages, including: Become a Member; Events, About Us and Contact Us.

Regarding the Become a Member page, Tim said it explains the cost of membership in electronic form and it will fill in a spreadsheet automatically. The members will receive a copy in an email they will provide that provides info regarding tax write offs. This will allow the Membership Committee to go directly to the spreadsheet, pull the information in and we'll receive a check in the mail. We can eventually do electronic payment, but Tim wants to keep the process as it currently is for now.

The Events Page will have various events listed as dates and topics are created.

In the About Us section, he used photos and took some information off the existing webpage that is a sub page of the Library and added the information in. Officers of the Friends of the Library Board are identified here as well. The Contact Us tab is a link to contact Friends as necessary. The next step will be to have a Facebook page for the Friends created.

Donna suggested that some people be designated to take photos at events in future for the purpose of displaying them on the website. Elaine said that there are some pictures that were taken of the recent Library Week that she'll forward to Tim to add. The more pictures received will allow for regular updates to the website.

Elaine added that the Library Week banner downtown was a nice touch and we'll continue to do that in future years. Jane gave kudos to Massena Electric for their swift and efficient help displaying and then removing the banner. They suggested that Elaine send Massena Electric a personal thank you note for their help.

Elaine said that there is now a storage room set up for Friends use downstairs.

Tim then continued by saying to send him any and all events, the bylaws, etc going forward. He said that if there is anyone that would like to express personal opinions regarding being a part of the Friends, he can also put this kind of information out as well.

At the June 7 Reception event, Jane said the committee for this met last week and they have an agenda created. We hope to have someone entertain at the reception. Because the next Friends Board meeting will not occur until after this date, she asked for approval to put \$50 aside for this purpose. Donna asked for a motion to approve allocating \$50 towards

entertainment for June 7. Doris moved to approve and Juanita seconded and it was voted on and unanimously passed. Please spread the word so that we can have a nice crowd on hand!

Elaine announced that Krista Briggs, a Canton resident, will be the new Library Director. She's been a Library Clerk and has experience working with young adults. Krista has a degree from Syracuse University. She's also spent time working in the prison system as a librarian. She'll be a commuter from Canton. Elaine has worked with her on a few programs in the past and is very impressed with her and is excited to have her here. This will be a great transition for us going forward!

She added that the Children's Librarian, Heather, will take the full time Library Assistant position from Debbie as well. She will be involved with book reviewing, choosing books for the Library community.

Lexi Merrill is the new Children's Librarian, a local girl; she is a graduate of SUNY Plattsburgh and comes highly recommended.

The reception for Krista Briggs will occur on July 12. The Friends officers will be overseeing the hospitality.

### **Garden Update**

There is a person who has children that Heather recommended for this project this year. This person has given us a firm commitment and she will let us know what materials and plants will be required for purchase.

### **501 (c ) 3 Update**

Elaine reached out to the lawyer who will be assisting with this. A letter of retention will soon be received. When this arrives, she will reach out to Directors with the details. There will also be a Zoom meeting held in future to figure out the 501 (c ) 3 status.

### **Bylaws**

Donna said that all Friends members have a copy of the updated Bylaws draft, dated May 15.

### Action Item:

Donna said that the wording modifications are as follows:

Article VIII. Meetings. Section 3. Because the number of attendees varies from month to month, this section was reworded to say "To transact business at any meetings, an approval must be by the majority of the members present."

Article V. Board of Directors. There was a lengthy discussion regarding the wording and the role of the Library Director. The new wording is "The Board of Directors shall consist of five officers, two trustees, and the Library Director who shall serve as an ex officio, non-voting member." Elaine added that there was discussion of this at the Library Board level and after some discussion, they were fine with the modification.

Donna asked for a motion to approve the two modifications as discussed. Juanita moved approval and Pat seconded and it was unanimously passed.

The modified Bylaws will now go to the Library lawyer to review and any modifications that are suggested will be by her.

At the last meeting, there was a request of the Friends Board to provide a liaison to attend the Library Board meetings on the second Tuesday of each month in order to provide a Friends update. This portion of the agenda will be one of the first agenda items, and the Friends representative will then be excused. The next Board of Directors meeting will be held on Tuesday, June 13 at 4:15 p.m. Please consider this role and reach out to Elaine regarding interest.

### **New Business**

Upcoming events include receptions in June and July respectively for the two retirees and the new Director.

Regarding the visiting author in September, the reception details will be discussed at a future meeting.

She suggested members begin to think ahead for Library events to include the holiday season. Please let Elaine know if you have any suggestions for this.

The next Friends Board meeting will occur on June 26 at 3 p.m.

### **Adjournment**

Hearing no other questions or comments, Donna asked for a motion to adjourn the meeting. Doris moved adjournment and Patty seconded and it was voted on and unanimously passed.

The meeting adjourned at 3:56 p.m.

Minutes Respectfully Submitted,  
Jean M. Centrella  
May 15, 2023