

Draft of Minutes of Board of Trustees Meeting of January 18, 2024

Salem, Massachusetts

January 18, 2024

A meeting of the Board of Trustees was held via Zoom on this date at 4:07pm with Trustees April, Austin, Morin, Rourke, and Trustee Buckley present and presiding. Mayor Pangallo and Trustee Lutts were absent. Miss Mansfield was present.

Approval of draft minutes from November 16, 2023 UNANIMOUS.

Miss Mansfield reported that the winter program session was scheduled to begin on January 22nd and noted that new programs had been added. Family Circle Time to Celebrate Neurodiversity is a program designed for families with children ages 3-8 with autism spectrum or sensory processing disorders, and it will be held every other Saturday. Other Saturday programs include afternoon storytime, Read to a Dog, Board Game Afternoon, and a special event for teens in February. Miss Mansfield noted that there was a robust schedule of weekday programs for children of all ages, including a chess program on Tuesday evenings.

Current Library Use and Financial reports were distributed. Salem was fourth highest in NOBLE for circulation of physical items in November and December. Salem was second highest in November and had the highest circulation in December for Overdrive/Libby circulation.

Financial reports were distributed. Miss Mansfield noted that there were two large expenses expected soon: the insurance renewal policy and the auditing fees. She noted that the 4th Grade Author Visit was being planned and noted that grant money could be used for this purpose. The Trustees decided it would be wise to use grant money for the event this year and private funds for the books, as there are pending expenses for the fountain restoration.

Trustee Morin reported that the fountain restoration fund would have approximately \$850 left once the vendors complete their work this spring. He noted that the money should be used to repair the irrigation system. The damage to the landscaping was discussed. Trustee Morin noted that Taylor Landscaping, the company that did the excavating, estimated that repairing the lawn would cost \$15,000-25,000, depending upon whether seed or sod was used.

Miss Mansfield distributed the library's proposed FY25 budget. She noted that personnel increases had been requested for non-union staff and that additional money had been requested for Sundays. The library would be open two more Sundays next year due to the December holidays falling on weekdays. Miss Mansfield noted that the operational budget included 10% increases for utilities, cost-based increases for services, and additional money requested for elevator maintenance as the contract was expected to go out to bid soon with additional monthly services. Miss Mansfield noted that there were no capital budget building repair requests this year and that the library was several years behind in completing major repair projects. She

expressed concern that the library's projects did not seem to be a high priority for the interim architect, possibly due to the informal arrangement. Trustee Morin said he would talk with the interim architect about the current arrangement.

Trustee April made a motion to submit the FY25 proposed library budget to the City, seconded by Trustee Rourke. UNANIMOUS.

Miss Mansfield reported that the boiler had stopped working unexpectedly on the evening of January 9th, and that an emergency technician was able to get it working again. Additional repairs were expected, as the system had a fault and the parts were being ordered by the technician.

Miss Mansfield distributed a draft program policy. She noted that it was reviewed by the Legal Department. The Trustees discussed changing some language and adding additional limitations. The vote was tabled until the next meeting to allow further time to review and edit the policy.

Miss Mansfield reported that the plaque in memory of Jane Walsh had arrived and that it would be professionally installed to protect the drywall. Miss Mansfield requested permission to have a small ceremony before the library opens, and the Trustees agreed this would be appropriate.

Adjourned 5:12pm.