

Draft of Minutes of Board of Trustees Meeting of September 20, 2018

Salem, Massachusetts

September 20, 2018

A meeting of the Board of Trustees was held this date at 4:05pm at the Library with Trustees Buckley, Merry, Salerno, Schild, Yale, and Mayor Driscoll present and presiding. Miss Mansfield was present.

Approval of minutes for meetings of June 21, 2018 - UNANIMOUS

Current Library Use and Financial reports were distributed. Miss Mansfield reported that Salem was the fifth highest in NOBLE circulation in June and July, and fourth highest in August. Overdrive circulation held at second highest for June and July, and dropped to third highest in August. Miss Mansfield noted that Hoopla launched to the public on August 16th with 128 circulations accumulated to date.

Discussion of the decreased circulation numbers followed. The Trustees asked Miss Mansfield to create a survey to help assess the needs of the community. Discussion of the financial reports followed. Dr. Salerno gave an update on obtaining a debit card for the Library. The Trustees reviewed the quarterly statements and asked Miss Mansfield to invite John Doherty from Eastern Bank to the next meeting.

Miss Mansfield reported that the HVAC project had gone out to bid and the sub-bids were due on September 27th and the general bids due on October 4th. The bid documents indicated the work was set to begin on or about November 12th. Mayor Driscoll noted there was an updated cost estimate for the project from BLW Engineers.

Miss Mansfield reported that the replacement of the Library's carpets project had gone out to bid, with general bids due on October 10th. The project was awarded \$68,000 from CIP funds, with additional \$7,000 set aside from State Aid to meet the estimated cost of \$75,000. Miss Mansfield reported that the logistics of moving the furniture and closing areas of the library would be negotiated with the winning bidder.

Mayor Driscoll reported that \$150,000 in State funding had been earmarked during the budget process for interior repairs to the Library. Miss Mansfield noted that she had spoken with the Massachusetts Board of Library Commissioners, and the money was slated to be distributed in late spring and would most likely include restrictions.

Miss Mansfield reported that the walkway upgrade was completed, thanks to a special grant from the Little Beautification Fund. The Trustees shared their thanks and admiration of the beautiful granite walls.

Discussion of the condition of the Library's courtyard followed.

VOTED: To hire architect Bob Farley to investigate options for repairing or replacing the courtyard floor and adding shade to the area.

MOVED: Trustee Yale SECONDED: Trustee Buckley - UNANIMOUS

Miss Mansfield reported that union negotiations began on September 13th and that two more meetings were scheduled on 10/2 and 10/23. Discussion of the process followed.

Miss Mansfield reported that Rebecca DeLucia, full time Library Assistant II, had given her notice and that Vittoria DellaMonica was planning to retire on December 5, 2018.

Miss Mansfield reported that the trees on the neighbor's property were overhanging the Library's roof, causing leaves and debris to collect on the roof and block the gutters. Architect Bob Farley had recommended having the trees cut back. Mayor Driscoll recommended asking Sean McCrea to review estimates for the work.

Discussion of the Trustee vacancy followed. The Trustees asked Miss Mansfield to coordinate a subcommittee meeting.

Meeting adjourned at 5:20pm.