

Draft of Minutes of the Board of Library Trustees Meeting of April 23, 2020

Salem, Massachusetts

April 23, 2020

A meeting of the Board of Library Trustees was held this date at 4:07pm via Zoom with Trustees Buckley, Morin, Rourke, Yale, and Mayor Driscoll present and presiding. Trustee Merry was absent. Miss Mansfield was present.

Approval of draft minutes from February 13, 2020 meeting. UNANIMOUS

Miss Mansfield gave an overview of Salem Public Library's operations during the closure to the public. Online programming was created for all age groups, additional borrows from Hoopla were allowed, the library increased Overdrive ebook purchasing, online library card registration was offered, and questions were accepted via email, social media, and telephone. A schedule of programming was shared, including upcoming special events. Miss Mansfield noted that the staff had been wonderful in stepping up to the challenge of working from home while serving the public. Miss Mansfield noted staff were also working on special projects including Salem Together, Salem's COVID-19 Stories, the 4<sup>th</sup> Grade Author Visit, a weekly Instagram scavenger hunt, and upgrading technology. Miss Mansfield noted that the Salem Public Schools are eligible to join Sora for free and could access NOBLE's Overdrive collection using their student information, rather than by obtaining a library card. Miss Mansfield reported that behind the scenes operations were fully functioning, including book drop returns, payroll, bill paying, ordering library materials, and the cataloging of physical materials.

Current Library Use and Financial reports were distributed via email. Miss Mansfield reported that Salem was the 5<sup>th</sup> highest in circulation of physical materials in February and 3<sup>rd</sup> highest in March. Overdrive circulation was 3<sup>rd</sup> highest during both February and March.

Miss Mansfield reported that the Library closed to the public on March 15<sup>th</sup> and that all checked out items had the due dates extended until the end of the closure. No fines would be charged during this time. Miss Mansfield noted that statements from Eastern Bank were not available due to the difficulties accessing mail during the closure.

Miss Mansfield distributed copies of the proposed FY21 budget via email for vote. Mayor Driscoll noted that declining revenue from the COVID-19 crisis would likely impact the budget, and that the budget will be subject to appropriation. Trustee Yale made a motion to approve the Library's FY21 Budget. Seconded by Trustee Morin. UNANIMOUS.

Trustee Morin gave a report on the fountain. Joshua Craine from Daedalus Conservators attempted to examine the fountain but was unable to give an assessment due to the covering. He recommended hiring a project manager and consulting with an architect and engineer. Discussion followed regarding overseeing the project, and Mayor Driscoll recommended getting in touch with Jenna Ide to help with planning. Miss Mansfield noted the CPA application was due on April 29<sup>th</sup> and that the Public Art Commission had written a letter of support.

Meeting adjourned at 4:49pm.