

Draft of Minutes of Board of Library Trustees Meeting of September 17, 2020

Salem, Massachusetts

September 17, 2020

A meeting of the Board of Trustees was held this date at 4:15pm via Zoom with Trustees Buckley, Morin, Rourke, and Trustee Yale present and presiding. Miss Mansfield was present. Mayor Driscoll and Trustee Merry were absent.

Approval of draft minutes from June 18, 2020 UNANIMOUS

Current Library Use and Financial reports were distributed. Miss Mansfield reported that circulation of physical items via curbside pick up was second highest in NOBLE during June, 5<sup>th</sup> highest in July, and 4<sup>th</sup> highest in June. Overdrive circulation was fourth highest during June, July, and August. Hoopla usage continued to be twice as high as the previous year. Miss Mansfield noted that NOBLE distributed a quarterly check for online payments in July and that no further payments were expected due to fines being waived due to the quarantine period recommended during the pandemic.

Miss Mansfield distributed an HVAC upgrade estimate from BLW Engineers to implement the current COVID-19 recommendations for public libraries. Enhancements include upgrades to filtration, rebalancing the system, changing the schedule, and installing UV lights in air handlers to clean the air. Funding the upgrades was discussed. The Trustees decided it was the responsibility of the City to pay for the upgrades.

Miss Mansfield reported that the nursing room had been mostly completed. Remaining items include the installation of a door lock, a door stop, and shades.

Trustee Morin gave an update on the fountain. The Friends of the Fountain had proposed a meeting on 9/24 or 9/29 to discuss using the funds to begin the project while continuing to fundraise. The Trustees discussed this possibility and decided to wait until the full funding was secured to begin the restoration project. Trustee Morin plans to attend the Friends meeting and will inform them of the decision.

Miss Mansfield reported that the ARIS and State Aid Financial Report were completed and that the Salem Public Library met all requirements except for the FY21 minimum appropriation requirement. The FY21 Library budget was short \$34,400 of the \$1,382,468 MAR. Miss Mansfield noted that the MBLC did not make any adjustments to the MAR requirements, and the statute only allows 10 waivers to be given out each fiscal year. The MBLC website says the Board will continue to request additional waivers beyond the statutory limit in budget language. The process of applying for a waiver was initiated. The City's Finance Director would need to be involved in the process to determine whether the budget cuts were proportional and to submit the supporting documentation. Discussion of the impacts of decertification was discussed.

Miss Mansfield reported that Peter Avila had completed the accounting of private funds through June 30, 2019. A copy of the findings was distributed via email. A contract for services through June 30, 2020 was shared. The Trustees agreed that Peter Avila should be hired again.

Miss Mansfield reported that the Salem Public Library planned on participating in the SalemRecycles sidewalk book swap on September 27<sup>th</sup>. Donating used library books during the pandemic had become increasingly difficult, so there were many weeded books looking for new homes.

Miss Mansfield distributed a letter of interest for the Trustee vacancy. Recruiting additional candidates was discussed.

Meeting adjourned at 5:27pm.