

Draft of Minutes of Board of Trustees Meeting of November 19, 2020

Salem, Massachusetts

November 19, 2020

A meeting of the Board of Trustees was held via Zoom on this date at 4:03pm with Trustees Buckley, Morin, Rourke, and Trustee Yale present and presiding. Miss Mansfield was present.

Approval of draft minutes from September 17, 2020 and October 8, 2020 UNANIMOUS

Current Library Use and Financial reports were distributed. Miss Mansfield reported that curbside pickup hours were expanded on October 5, 2020 to Monday through Thursday 9:30am-6:30pm and Friday through Saturday 9:30am-5:00pm. Online programs continue to be offered six days per week and Take and Make Crafts are offered during curbside pick up to go along with the programs.

Salem was 4th highest in NOBLE for circulation of physical items in September and 5th highest in October. Overdrive circulation was fourth highest in NOBLE during September and October. Miss Mansfield noted that the Overdrive Public Library Connection to the Salem Public Schools was completed on October 13th. This program allows students enrolled in Salem Public Schools to access the digital collection using their student information instead of a library card. The October Overdrive statistics include a new statistical category for the Salem Public Schools, totaling 19 checkouts during the first two weeks the program.

Miss Mansfield reported that another quarterly online payment check was distributed by NOBLE, and reported that fines continue to be waived during the pandemic due to the long quarantine period. Miss Mansfield noted that the Library had received a donation from the daughter of an established donor, but the check had bounced as shown on the October bank statement. The Trustees asked Miss Mansfield to let the donor know that the check was returned for insufficient funds.

Miss Mansfield reported that Michael Lutrzykowski called to let her know he had asked for \$35,480 in CARES Act funding for the two portions of the HVAC upgrade. The funding had not yet been approved by the Finance Department. Miss Mansfield noted that once the HVAC upgrades were complete, the library would open by appointment for visits while continuing curbside pickup.

Miss Mansfield reported the Trustees had received a very generous donation for the purposes of restoring the wooden door and entryway. Architect Bob Farley agreed to oversee the project and was vetting the contractor Wayne Towles. The proposed plan by the contractor was to remove the wooden doors for offsite restoration and provide a temporary secondary door for security. The encasement would need to wait until spring to be completed, as those pieces cannot be removed. The Trustees expressed their gratitude to the donor.

Miss Mansfield reported that FY20 capital projects were still underway due to the library closure from March through June. The theft gates replacements were on site and waiting for the installer to come. The roof maintenance repairs discovered during the HVAC leaks from September were tentatively scheduled for the week of Thanksgiving. The Children's Room Redesign project had temporarily halted while reassessing what types of furniture would be useful and easy to store in an age when physical distancing is necessary and may become necessary again in the future.

Miss Mansfield reported that FY21 capital projects were beginning as well and that Architect Bob Farley was working on designs to restore the rooftop glass stairway enclosure that is leaking and causing damage to the interior of the building. ADA upgrade planning is also underway.

Trustee Morin gave an update on the fountain restoration project. Trustee Morin met with engineering firms and recommended hiring a project manager to create specifications and scope of work for an RFP. He recommended moving forward with these steps before the full funding was raised so that the project would be ready to go out to bid. The Trustees thanked Trustee Morin for his efforts in spearheading this effort.

The Trustees thanked Peter Merry for his years of service and for acting as Treasurer. Trustee Yale announced his retirement effective on this date after the meeting. The Trustees expressed their thanks for his 41 years of service. Discussion of candidates followed.

Trustee Morin made a motion to appoint Greg April, Kirsten Austin, and Leinado Marte as Trustees. The motion was seconded by Trustee Rourke. UNANIMOUS

The Trustees asked Miss Mansfield to arrange for the Mayor to send welcome letters to the new Trustees. Miss Mansfield will also arrange for CORI checks through the Human Resources Office. Trustee Rourke noted that an orientation would be helpful to the new Trustees and volunteered to organize a tour and orientation in January.

Miss Mansfield noted that the holiday gift was traditionally on the agenda for the November meeting. The Trustees discussed offering the gift this year to active employees. Trustee Yale made a motion to give the traditional gift to the non-furloughed staff. The motion was seconded by Trustee Rourke. UNANIMOUS.

Trustee Yale noted that the library director traditionally did not receive a holiday gift and made a motion for the library director to receive the holiday gift. Motion was seconded by Trustee Buckley. UNANIMOUS.

Meeting adjourned at 5:03pm.