

Draft of Minutes of Board of Trustees Meeting of April 26, 2018

Salem, Massachusetts

April 26, 2018

A meeting of the Board of Trustees was held this date at 4:04pm at the Library with Trustees Buckley, Merry, Salerno, Schild, and Trustee Yale present and presiding. Mayor Driscoll was absent. Ms. Mansfield was present.

Approval of minutes for meetings of February 15, 2018 - UNANIMOUS

Current Library Use and Financial reports including the Eastern Bank Quarterly Statement were distributed. Ms. Mansfield reported that Salem was the third highest in NOBLE circulation in February and dropped to fourth highest in March. Overdrive circulation was second highest in February and third highest in March. Miss Mansfield noted that the quarterly payment for online payments had arrived.

Miss Mansfield distributed a report from Michael Lutrzykowski on the Library's HVAC project. The timeline had been extended July 31, 2019. Discussion of the impact of two summers without cooling on the mezzanine level or Reference floor followed. The Trustees drafted a letter to the Mayor requesting a meeting regarding the HVAC project.

Trustees Schild and Yale reported on the redesign meeting with Betsy Ricciarelli on April 12th. Priorities for the building were discussed. The Trustees expressed concern for the current state of the Children's Room, and also for the condition of the rugs in the rest of the building. Miss Mansfield distributed an estimate from Betsy Ricciarelli for design services for selecting rugs and paint for the entire library. Upon further discussion, it was decided to postpone hiring for further design services until funding for the project is in place.

Miss Mansfield reported that Miss Little had proposed replacing the wood border on the Library walkway with granite, in addition to the annual landscaping and plantings this year. The Trustees agreed and were very thankful for Miss Little's generosity. Miss Mansfield noted that the permission of the Historic Commission may be necessary.

Miss Mansfield noted that Trustee Buckley had asked to put emergency preparedness on the agenda. Miss Mansfield reported on the current safety protocols in place. Discussion of staff training was brought forth. The Trustees asked Miss Mansfield to pursue the possibility of emergency preparedness training for the staff. Permission to close the library for one hour during normal business hours was granted.

Miss Mansfield reported that Mayor Driscoll had asked about the possibility of developing a strategic plan to allow the Library to pursue MBLC grants. Information from the MBLC was distributed, along with sample strategic plans. The Trustees agreed to pursue this option and asked Miss Mansfield to inquire if professional assistance was available to help with the plan.

Miss Mansfield noted that the Library had a new vacancy for the Library Assistant I position, and that the library staff had begun the process of unionizing through the Massachusetts Library Staff Association.

Meeting adjourned at 5:40pm.