

Draft of Minutes of Board of Trustees Meeting of February 25, 2021

Salem, Massachusetts

February 25, 2021

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

Approval of draft minutes from January 21, 2021 and January 27, 2021 UNANIMOUS

Trustee Rourke inquired about the status of the ground level book drop. Miss Mansfield reported that she was working with the City's Director of Capital Planning, Jenna Ide, to locate funding. It appeared that the capital ADA upgrade money could be used for this purpose, but additional funds will be needed for the installation. Ms. Ide noted that the Commission on Disabilities has some funding for projects, but quotes would be needed. Placement of the book drop was being discussed with David Kucharsky and some members of the Planning Department and DPW. Once the placement is decided, quotes for installation would be pursued in order to secure funding. Miss Mansfield will also submit a petition to the Historic Commission.

Current Library Use and Financial reports were distributed. Miss Mansfield reported that the staff returned to their pre-pandemic shifts on February 22nd and that curbside pickup hours had been extended until 8:30pm Monday through Thursday. Miss Mansfield reported that Salem was sixth highest in NOBLE for circulation of physical items in January and was third highest in Overdrive circulation. Miss Mansfield noted that the Overdrive Public Library Connection to the Salem Public Schools was showing reduced usage in January. Trustee Marte inquired about usage to cost ratios and discussion followed. Miss Mansfield noted that the MBLC prepares a statewide Financial Data annual report where some basic cost ratios can be found.

Financial reports were distributed. Discussion of marketing around how fines are used to support library operations followed. It was decided that bookmarks and fliers would be a good method of disseminating this information to patrons once the pandemic ends and things return to normal.

Miss Mansfield reported that all of the old smoke detectors were replaced and the fire alarm had not been showing any signs of trouble. The HVAC upgrade was completed and that library staff were working diligently on preparing for appointments. Miss Mansfield noted that she had been presented with a demand to bargain all impacts of reopening by the SLSA and expected the negotiations to take place the following week. Mayor Driscoll reported that Governor Baker had visited Salem that day and announced that restrictions were being lifted and that libraries would be allowed to open at 50% capacity.

Trustee Morin reported that the fountain restoration RFP was finalized and had gone out to bidders. The Trustees thanked Trustee Morin for extraordinary efforts on this project. There

were three vendors bidding on each category. Trustee Morin met with bidders individually onsite and was able to climb inside the tent to see the current state of the statue. Serious deterioration was noticed, and it was evident that disintegration was taking place under the covering. The bids are due on March 19th which will allow the Trustees to apply for a CPA grant again this year.

Discussion of fountain restoration versus reconstruction followed. Trustee Morin reported that the sculpture was in much worse condition than the basin and noted that one of the bidders suggested resin could be used to recast some of the features. Mayor Driscoll noted that there are experts who work for the City who would be able to help select a vendor when the time comes and suggested that a subcommittee be formed for the purposes of reviewing the bids. Trustee Morin, April, and Rourke were appointed to the fountain subcommittee. If additional Trustees are interested in participating, the meetings will be converted to full Trustee meetings due to a quorum being present.

Miss Mansfield distributed copies of the library's proposed FY22 budget. Miss Mansfield noted it was especially difficult to come up with goals with so much uncertainty. The budget included contracted raises for SLSA union staff, along with an increase for the non-union Special Library Assistant who had completed her Master's Degree in Library Science and was eligible for the traditional education increase. Miss Mansfield noted that the proposed budget met the MBLC's Municipal Appropriation Requirement for FY22. The library had petitioned for a waiver for not meeting the MAR during FY21, which is scheduled to be voted on at the MBLC meeting on March 4th. Miss Mansfield noted that if the library receives a waiver and the FY22 budget does not meet the MAR, the Finance Director will have to submit a five year plan.

A motion was made by Trustee Rourke to approve the library's FY22 proposed budget and was seconded by Trustee Morin. UNANIMOUS.

A motion was made by Trustee Morin to appoint Trustee Marte as Treasurer and was seconded by Trustee Buckley. UNANIMOUS

Meeting adjourned at 4:38pm.