

Draft of Minutes of Board of Trustees Meeting of September 22, 2016

Salem, Massachusetts

September 22, 2016

A meeting of the Board of Trustees was held on this date at 4:06pm at the Library with Trustees Little, Salerno, Schild and Maria Buckley present and presiding. Trustees Merry, Yale, and Mayor Driscoll were absent. Miss Mansfield was present.

Approval of minutes for meeting on June 23, 2016 – UNANIMOUS

Current Financial and Library Use reports were distributed. Salem's circulation numbers fluctuated from third highest circulation of NOBLE libraries in June, second highest circulation in July, and highest circulation in August. Strong attendance numbers were noted during the summer months of June, July and August. Miss Mansfield noted that the fines collection report included the quarterly distribution payment for online fine payments.

Miss Mansfield reported that the Brownstone and Brickwork project was completed, along with the cornice painting. Patty Starfield visited the Library to repair the landscaping that was damaged by the scaffolding and restored the grounds to a beautiful state. The Trustees thanked Miss Little for her very generous support and beautification efforts.

Miss Mansfield reported that she attended a meeting on July 21st with Michael Lutrzykowski, Architect Bob Farley, and custodian Jamie Brennan regarding the Library's HVAC concerns. Michael had overseen the HVAC system repairs at the City Hall Annex, and had offered to get in touch with Wozny Barbar on the library's behalf. He thought they may be willing to do a consult for less than \$7,000 because of all the work they had done for the City. Miss Mansfield reported that she had been unsuccessful in her attempts to get in touch with Michael via email and by telephone to follow up on the status of the consult.

Miss Mansfield reported that the Windows project was scheduled to get under way in the near future. The funds had been secured from the CPA, and the architect fees would be generously provided by the Trustees. Architect Bob Farley is scheduled to come to the Library in the next few weeks and do a comprehensive inventory of the damage to each window for the specifications. Once the specifications were written, Architect Farley and Miss Mansfield will go before the Salem Historic Commission.

Miss Little inquired about the repairs to the fountain. Miss Mansfield reported it was possible to apply for funding from the CPA in two years, after the structural problem had been addressed. Trustee Schild suggested getting new quotes for the repairs, and to find a way to protect it in the meantime.

Miss Mansfield reported that the Trustees had received a gift in the amount of \$10,000 for the Bertram Kimball Little Beautification Fund. The Trustees expressed thanks to Miss Little for her ongoing generosity.

Miss Mansfield reported that the Sanders family had decided to keep the Bertram portrait that was currently residing at the Library. Plans were made for the portrait to be picked up during the week.

Miss Mansfield reported that the Summer Meals program had gone very well and required very little intervention from staff. The Library plans to host the program again next year.

Miss Mansfield reported that the annual Get Ready for Kindergarten program did not happen this year due to the collaboration falling apart. She reported that she will meet with Mayor Driscoll and Superintendent Margarita Ruiz on October 14th to begin planning for next year.

Miss Mansfield reported that the library's rugs were showing signs of wear and tear and that sections were in need of replacement. A quote for replacing the rugs which have been heavily used since the renovation came in at \$63,000 for the three public floors.

Miss Mansfield reported that the Mayor had received a suggestion that the library's bathrooms be redesignated to gender neutral Restroom 1 and Restroom 2. Miss Mansfield was looking into having custom signs made.

Miss Mansfield reported that the Library was working on improving physical accessibility in the Reference Room. A height adjustable table was purchased that allows people using wheelchairs to adjust the table to a comfortable height. The computer station currently designated for PC Reservations will be converted to a fully functioning public pc for patrons who use scooters and other personal mobility vehicles. They will allow patrons to pull up beside the new PC and turn sideways, without having to park the vehicle and move to a chair.

Miss Mansfield reported that she had attended a NOBLE Members meeting and that an increase in dues had been announced. Salem's base membership dues would be increased 4.7% in FY18. Overdrive e-book and e-audiobook service costs would also increase dependent upon usage.

Meeting adjourned at 4:40pm.