

Draft of Minutes of Board of Trustees Meeting of January 20, 2022

Salem, Massachusetts

January 20, 2022

A meeting of the Board of Trustees was held via Zoom on this date at 4:02pm with Trustees April, Austin, Marte, Morin, Rourke, and Trustee Buckley present and presiding. Mayor Driscoll was absent. Miss Mansfield was present.

Approval of draft minutes from November 18, 2021 UNANIMOUS.

Current Library Use and Financial reports were distributed. Miss Mansfield reported that the library was experiencing staffing issues due to COVID-19 and that all in person programs had been postponed due to the current surge in cases. Salem was fifth highest in NOBLE for circulation of physical items in November and December, and was third highest in November and second highest in December for Overdrive/Libby circulation.

Financial reports were distributed. Miss Mansfield noted that the annual accounting of the Bertram fund for digitization was completed and that permission was granted by the benefactor to transfer \$4,400 from the investments to fund the preservation and digitization of six more city directories in 2022. Higginson's, the library's long time vendor, had gone out of business and the project was now done in partnership with the Bridgeport Bindery.

Discussion of the 4th Grade author visit followed. Before the pandemic, the library would invite the 4th grade students from the schools to visit the library for the author visit and would provide the transportation. A virtual event was planned and then canceled in 2021 due to the complications of providing access to the author's books to students who were learning remotely. Miss Mansfield noted that the library spaces are still subject to physical distancing, which makes holding the event at the library very difficult. The Trustees agreed that making an exception this year to have the author visit the schools with a librarian would be appropriate.

Miss Mansfield reported that two patrons who donate to the library regularly had requested online donation options. The Trustees discussed the options and authorized a PayPal option for the general library fund and a donation button on the library's homepage.

Miss Mansfield reported that the library's heating system was not fully operational. One of the new radiators installed in the entryway on the main floor was leaking glycol and both radiators had to be turned off because their controls were connected. The new ground level radiators were also showing signs of deterioration, but were still functional. A quote for the repair to the leaking radiator was provided by ATCO, and came in much higher than expected at \$2,500-\$2,800 with a 20 or 45 day shipping cost variable. The library's plumber was asked for a quote and was in the process of locating the replacement parts to complete the repairs.

Miss Mansfield noted that the banging in the stack radiators had never been resolved, so the radiators had to remain on a very low setting to prevent the disruptive banging that would start

on one side of the main floor stacks and then carry up to the mezzanine floor. Michael Lutrzykowski was aware of this ongoing problem, but a solution had not been found. Miss Mansfield noted that the HVAC control system continued to have issues identifying problems, maintaining target temperatures, and had the time of day incorrect, which impacted the occupied and unoccupied schedule. The Trustees expressed disappointment and frustration that these issues were not addressed by the HVAC renovation. Strategies for solving the immediate and ongoing issues were discussed.

Trustee Morin reported that the bid documents were almost completed and a meeting had taken place on Wednesday with Architect Ray Guertin and Chief Procurement Officer Anthony Delaney to finalize the requirements for the public bid. The specifications were expected to be completed by the end of the week for final review. The estimated timeline was for the bid to open on February 2nd, the site visit would be scheduled for February 9th, the bids would be due on February 16th, and the contract awarded after 2-3 business days. The Trustees thanked Trustee Morin for his efforts in making the project a reality.

Meeting adjourned at 5:04pm.