

Draft of Minutes of Board of Trustees Meeting of April 21, 2022

Salem, Massachusetts

April 21, 2022

A meeting of the Board of Trustees was held via Zoom on this date at 4:05pm with Trustees April, Marte, Morin, and Trustee Buckley present and presiding. Mayor Driscoll, Trustee Austin, and Trustee Rourke were absent. Miss Mansfield was present.

Approval of draft minutes from February 17, 2022 UNANIMOUS.

Current Library Use and Financial reports were distributed. Salem was fifth highest in NOBLE for circulation of physical items in February and March. Salem was third highest in February and second highest in March for Overdrive/Libby circulation. Miss Mansfield reported that the library had a new Wonderbook Collection and Memory Collection and displayed examples from each.

Financial reports were distributed. Miss Mansfield reported that the library was receiving negative feedback about fines from Salem residents and residents from other cities and towns who borrow Salem's items through their local libraries, and noted that City Councilors Morsillo and Riccardi had shared complaints about fines from their constituents. Currently Everett, Salem, and Winthrop are the only cities in NOBLE collecting fines. The Trustees discussed the necessity of fines to supplement the library's budget, but noted that if that funding could be provided by the municipal budget, they would be willing to consider abolishing fines.

Miss Mansfield reported that the library's main elevator did not pass the annual inspection and received a 90 day certificate to allow time to complete the repairs. The violations included the machine ventilation louvers not operating properly and the low oil timer not working. An estimate for repairs in the amount of \$3,444 had been received and would be paid by the additional funding granted in the library's FY22 building maintenance line.

Trustee April asked about the rooftop glass stairway repairs. Miss Mansfield noted that Ray Guertin was working on the specifications, but the fountain was highest priority due to the CPA deadline. Miss Mansfield noted that the entryway radiator had been repaired by the library's plumber at a lower cost than the quote offered by ATCO, and that the spring maintenance had been completed so the system should be ready to switchover to air conditioning. Miss Mansfield also noted that the glass doors on the main floor had been prioritized for FY23 capital requests due to the doors no longer lining up and the bottom latch of one of the doors breaking off.

Trustee Morin reported that the fountain restoration contract had completed the round of signatures on Tuesday and that he would be coordinating a meeting with Daedalus, the aquatics company, and the concrete contractor in the coming week. Trustee Morin noted that the library's custodian would take down the fountain covering and store the supports behind the shed. Miss Mansfield is working with Patty Starfield to adjust the fountain restoration landscaping estimate.

Trustee Morin noted that Poseidon could be removed with the current landscaping in place and that the boxwoods would not need to be removed until later.

Copies of two emails from Margaret Crowdis were distributed. The Trustees discussed the request to change the all gender bathrooms to men's and women's rooms and the concerns around cleanliness and the toilet seat being left up. The Trustees noted that bathrooms in many places are no longer restricted by gender and that inclusiveness is important to creating a welcoming environment, so no changes will be made. The Trustees decided that since cleanliness is not an issue, a sign asking people to put the seat down would be considered.

Time limits on the computers were discussed. Miss Mansfield noted that she had checked the policies of many libraries and that the 3 hour limit was consistent across NOBLE libraries. The Trustees decided the current time limit for public computers is appropriate.

The wooden chairs at the computer stations were discussed. Miss Mansfield noted that the chairs were inspected and measured during the library's ADA assessment and were deemed compliant. Miss Mansfield noted that Ms. Crowdis' email included a picture of a rolling padded chair without arms. The Trustees decided that the current chairs are appropriate and noted that there is no funding to purchase new furniture at this time.

Ms. Crowdis' concerns about staff training on computers was discussed. Miss Mansfield noted that a librarian's job is to help people find the information they need, and that it is not reasonable to expect librarians to be experts in all technologies. The library has online computer training and videos available and a library tech specialist who can help with technology questions when answers cannot be found. Trustee April noted that he works in the technology field and that he often has to look things up when providing technical support to other people. The Trustees decided that the library provides appropriate technical support services.

The request to have a parking lot added to the grounds was discussed. Trustee Morin noted that the founding charter would not allow those changes and noted that the role of the Trustees was to maintain and protect the historic building and grounds. It was decided that no changes would be made to the grounds.

The request for a double sided color printer was discussed. Miss Mansfield noted that buying a new color laser printer for Reference would cost \$539 and that the toner would cost \$922. The cost of printing would need to be increased to at least \$0.45 to offset the toner cost and that the library had only received a few requests for color printing over the years. Miss Mansfield also noted that the current \$0.10 per page price was very reasonable and was possible because the equipment was paid for and black toner was reasonably priced. Trustee April noted that color printers often halt operation when there toner is low in a particular color, and often will stop printing in black as well. Trustee Buckley asked if color printing was available anywhere else in the building. Miss Mansfield noted that the Children's Room has a color printer because in the

past students would need to print color images for reports and projects. The Trustees decided that the current printer in Reference is appropriate.

Miss Mansfield reported that there were some recent staffing changes due to a full-time vacancy and a part-time vacancy. Miss Mansfield noted that working at the public desks previously required a BA, and that the union had agreed to drop the degree requirement.

Trustee Marte announced that he will be moving back to New York City this summer and distributed a letter of resignation to the Board. The Trustees thanked him for his service.

Adjourned 4:55pm.