

Draft of Minutes of Board of Trustees Meeting of September 21, 2023

Salem, Massachusetts

September 21, 2023

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

Approval of draft minutes from June 22, 2023 UNANIMOUS.

Current Library Use and Financial reports were distributed. Salem was fifth highest in NOBLE for circulation of physical items in June and fourth highest in July and August. Salem was second highest in June, July, and August for Overdrive/Libby circulation. Miss Mansfield noted that August had the highest foot traffic since the pandemic.

Miss Mansfield reported that the summer programs had high attendance and that the Salem Literary Festival's Children's Day was a success. She noted that fall programs would begin on September 25<sup>th</sup> and invited the Trustees to the Statewide Read-In on Saturday, September 30<sup>th</sup> from 10am-12pm.

Financial reports were distributed. Miss Mansfield noted that the private fund expenditures were higher than normal due to an invoice from the Library Architect for the book drop project.

Miss Mansfield reported that the book drop was installed in early August, and the final step is to remove the old book return. She noted that the Library Architect was working on the designs for the interior and exterior. Trustee Rourke noted that when she had approached the Circulation Desk to return items during her last two visits, the staff immediately told her about the outside book drop.

Miss Mansfield reported that two major HVAC issues had come up. The radiator near the main entrance was leaking had been inspected by the plumber. The leak could not be repaired and the plumber provided an estimate of \$6,000 to replace the radiator. Miss Mansfield reported that condenser unit #8 had also failed and could not be repaired, which was disappointing because it was installed during the 2019 HVAC renovation. Miss Mansfield noted that the unit was responsible for cooling the 3<sup>rd</sup> floor and that ATCO was preparing a quote and investigating if the unit was still under warranty.

Trustee Morin gave an update on the fountain restoration project. He reported that a plumbing issue was discovered with the existing water connection and that he had spoken with Ray Jodoin and consulted again with the plumber. Connecting to the building's water supply was a possibility, so the new plan was to run a pipe from the back of the Children's Program Room, along the wall, and have it exit through the side of the building to connect to the fountain.

Trustee Morin reported that Talbot Electric had come out to give a quote for the new electrical, and that he expected a net increase of \$1,500 from the original cost estimates. He noted that the scheduling will be driven by the contractors and by the delivery of the vault in October. Trustee Rourke thanked Trustee Morin for his efforts and asked about parking in October. Trustee Morin noted that they would have to deal with it, and that marking off parking spaces would require specific dates, which were unknown.

Trustee Morin reported that Daedalus had recommended covering the fountain each winter. The framework is stored at the library and it would require hiring someone to shrink-wrap each year at an estimated cost of \$400. The Trustees agreed that this makes sense to preserve the fountain.

Mayor Pangallo asked if the extra costs could be absorbed. Trustee Morin noted that he did not have all estimates at this time, and that the Trustees had voted to contribute \$50,000 to cover additional project costs.

Miss Mansfield reported that the SLSA Union contract required a staff safety training each year and that the committee had selected Bystander Intervention training. Miss Mansfield requested permission to close the building on Friday, October 13<sup>th</sup> from 9am-12pm so that all the staff could attend. The Trustees supported closing the building for the training.

Miss Mansfield reported that Stacy Kilb from the Sustainability Department had requested that the library purchase an induction cooktop for the circulating collection. She noted that the induction cooktops have safety features including turning off automatically and not activating unless a pan is on top, but noted that the potential liability for burns or misuse was significant. Mayor Pangallo asked if there were any other cooking or similar type things in the collection, and Miss Mansfield noted that there were not. The Trustees decided that the induction cooktop was not a good fit for the library of things due to the potential liability.

Adjourned 4:34pm.