

Draft of Minutes of Board of Trustees Meeting of April 18, 2024

Salem, Massachusetts

April 18, 2024

A meeting of the Board of Trustees was held via Zoom on this date at 4:01pm with Trustees April, Austin, Lutts, Morin, and Trustee Buckley present and presiding. Mayor Pangallo and Trustee Rourke were absent. Miss Mansfield was present.

Approval of draft minutes from February 22, 2024 UNANIMOUS.

Current Library Use and Financial reports were distributed. Salem was fourth highest in NOBLE for circulation of physical items in February and March and had the highest circulation in February for Overdrive/Libby, and second highest in March.

Financial reports were distributed. Miss Mansfield reported that two invoices were recently received from the Library Architect for the fountain project and the rooftop egress project to date, resulting in a sudden large expense. Miss Mansfield noted that the rooftop egress project was slated to be completed by early June, and another invoice from the Library Architect would be issued for project management. She noted that the established monthly transfers would likely be enough cover the following invoice, but that there was now was a shortfall for planned expenses. Miss Mansfield requested permission to transfer \$4,000 from the investments to the checking account for the annual accounting services, which were expected to be competed soon. The Trustees supported transferring the funds for the accounting services.

Miss Mansfield reported that she had been notified that afternoon that funding was granted for the annual spring planting and for the restoration of the landscaping after the fountain project. The Trustees expressed their thanks to the benefactor.

Miss Mansfield reported that the rooftop egress project went out to bid in late March. One bid was received for \$57,097, which was much higher than the original estimate of \$28,750. Miss Mansfield noted that the Trustees gave permission to use State Aid grant funds to supplement capital projects at the 6/22/2023 meeting, and that this project was supplemented with those funds. Additional issues on the roof that were contributing to the interior leaks were identified, and a change order for \$5,040 was arranged to address those issues. Trustee Morin reported that he met with Ray a few days after the storm for the pre-bid walkthrough and was able to see the interior leaking. He noted that he spoke to Ray after the bid opening and that the additional \$24,000 was for scaffolding to reach the side of the rooftop egress that borders the edge of the building. Trustee Morin reported that he noticed bubbling on the roof and met with Ray and the Garland Roofing Rep. The bubbling was inspected and not found to be an issue, but they noticed areas around pipes and the HVAC units had been sealed with foam that had deteriorated, or had not been sealed properly. Trustee Buckley thanked Trustee Morin for his help with the project.

Trustee Morin reported that the fountain restoration was in the final phase and shared his relief that the landscaping restoration would be taken care of. He noted that he would get in contact with Olson about the timing of the repairs to the irrigation system. Trustee Morin reported that he had spoken with Jeff from Aquatic Arts and he plans to visit next week and complete a full day of work testing and adjusting the water features. Paul Lyons is scheduled to visit this Friday to install the backflow device and Daedalus will be on site during the week of May 6th to complete the painting. Trustee Morin noted that Daedalus had some left over dark gray concrete stain from another project, and had offered to paint the foundation at no extra cost.

Trustee Buckley noted that it was time to think about the grand reopening. Trustee Morin noted that once the landscaping restoration takes place, it will take some time for the grass to fill in and look nice. Dates and options for the reopening were discussed. Trustee Lutts suggested leaving the fountain running once the testing is completed, and then turning off the fountain for the grand unveiling. Trustee April volunteered to arrange for media coverage of the event. Trustee Austin volunteered to help organize the event. Trustee Morin noted that the sign in front of the fountain should be updated.

A copy of the draft Programming Policy was redistributed with the suggested edits. The Trustees reviewed the edits and noted the importance of having policies when challenges are becoming more common. Trustee Lutts made a motion to approve the Programming Policy, seconded by Trustee Austin. UNANIMOUS.

Miss Mansfield noted that the Stuffed Animal Sleepover was scheduled for this Friday and that the adventures can be followed on Facebook or Instagram.

Adjourned 4:46pm.