

Draft of Minutes of Board of Trustees Meeting of November 21, 2019

Salem, Massachusetts

November 21, 2019

A meeting of the Board of Trustees was held this date at 4:09pm at the Library with Trustees Buckley, Merry, Morin, Rourke, and Yale present and presiding. Mayor Driscoll was absent. Miss Mansfield was present.

Approval of draft minutes from September 19, 2019 UNANIMOUS

Current Library Use and Financial reports were distributed. Miss Mansfield reported that circulation of physical items was fourth highest in NOBLE during September and fifth highest in October. Miss Mansfield noted that twelve NOBLE libraries are allowing automatic renewals, which has significantly increased their circulation numbers. Overdrive circulation was fourth highest in September and third highest in October. Miss Mansfield noted that there was a continued uptick in foot traffic during September and October compared to the previous year, most likely due to the contractors working on the HVAC project.

Miss Mansfield noted that some upcoming expenses including auditor's fees, tuition reimbursement, and car insurance would require a transfer from the investments. Discussion of a holiday gift to staff in the amount of previous years followed. Trustee Morin made a motion to transfer \$10,000 from the investments, reestablish the monthly interest payments of \$1500, and to give a holiday gift to staff. The motion was seconded by Trustee Buckley. UNANIMOUS

Miss Mansfield reported that the HVAC project was wrapping up and that multiple problems still existed including no heat in the staff bathroom, the Children's radiators having sharp fins, the air vents causing disruption to staff in certain areas, and staff being unable to login to the HVAC computer system.

Miss Mansfield distributed a draft of a spending policy and maintenance plan for the Poseidon Fountain and reported that PayPal online donations were set up. The Trustees have been established as a PayPal Giving Charity, which allows people with PayPal accounts to donate without any fees. The Trustees were also registered as a PayPal non-profit, which allows people who do not have PayPal accounts to donate using credit cards for a fee of \$0.30 plus 2.2% per transaction. Discussion of a Facebook donation button followed, and it was decided that this option would not be pursued at this time. It was agreed that expenses relating to the fountain should be deducted from the fountain account. Trustee Buckley volunteered to rewrite the spending policy. Miss Mansfield noted that the Trustees were awarded a grant in the amount of \$2,500 from the Institution for Savings, and Trustee Rourke gave updates on the grant writing team's efforts.

The Trustees approved covering the fountain in shrink wrap for the winter. Trustee Rourke volunteered to write a press release about the fountain to coincide with the covering. Marketing

materials for the project were also discussed. The Trustees reviewed drafts of bookmark and placard to be placed outside. Suggestions and revisions were noted.

Miss Mansfield reported that the Board will need to appoint a new treasurer. The Board unanimously appointed Trustee Merry to this position.

Miss Mansfield reported that the union negotiations were still underway and that a nursing room for the public and staff had been proposed. The small study room in Reference could be converted for this purpose with minimal construction. The Trustees agreed this was the best option.

Miss Mansfield reported that she had gotten quotes for the two plaque options for Gardner Dozois. The Trustees agreed that the 4"x 6" plaque honoring the author was appropriate.

Miss Mansfield reported that the results from the ADA Transition Plan inspection were available and the estimated cost of making the changes was \$24,245. Miss Mansfield noted that the estimate did not cover labor and that grant writing workshops would be offered by the City to help fund these projects.

Miss Mansfield reported that the bike racks installed on Essex Street had been removed for safety reasons and that a new location was needed. The dirt area inside the fence along the walkway was selected as the best place to install the bike racks, pending Historic Commission approval.

Meeting adjourned at 5:45pm.