

Draft of Minutes of Board of Trustees Meeting of February 17, 2022

Salem, Massachusetts

February 17, 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 January 20, 2022 UNANIMOUS.

Current Library Use and Financial reports were distributed. Salem was fifth highest in NOBLE for circulation of physical items in January and was second highest in January for Overdrive/Libby circulation.

Financial reports were distributed. Miss Mansfield reported that the general library fund had been connected with PayPal and that there was a new Support the SPL button on the website that linked to options to donate to the general library fund or the fountain restoration fund. Miss Mansfield noted that the annual invoice for insurance had arrived, which would be an upcoming large expense. Miss Mansfield gave an update on the 4th Grade Author Visit and noted that Thomas Sullivan had agreed to do six presentations over two days, if the arrangements could be made with the schools. Mr. Sullivan writes graphic novels based on FBI files.

Miss Mansfield reported that Reference Librarian Marie Hviding had inquired about attending ALA in Washington, DC in June. The Trustees agreed to cover the admission fees.

Miss Mansfield presented a draft version of the library's FY23 budget. The instructions were to put in for a level funded non-personnel budget with the exception of fixed cost increases and a level service personnel budget. Miss Mansfield noted that the SLSA Union contract expires on June 30, 2022 and that salaries had not yet been negotiated. The Trustees discussed salary increases for non-union personnel and expressed support for appropriate annual increases for the employees not represented by unions. Miss Mansfield noted that the draft budget meets the Municipal Appropriation Requirement. Trustee Morin made a motion to approve the library's FY23 budget. Seconded by Trustee Austin. UNANIMOUS.

Miss Mansfield reported that the boiler was making unusual sounds earlier in the week and that a technician from ATCO found a blocked air release valve. The valve was replaced and this may help prevent the ongoing banging noises in the radiators in the stacks.

Miss Mansfield reported that the Board of Health had reversed the indoor masking requirement at the meeting on Tuesday 2/8 and that the mask requirement in City buildings expired on 2/14. The Trustees voted to institute a mask requirement inside the library until further notice at the November 18, 2021 meeting. A lengthy and thoughtful discussion followed.

Trustee Rourke made the following motion: In light of recent changes, the Trustees are revising the library's mask requirement to reflect the library's unique services while continuing to protect vulnerable populations who cannot be vaccinated, subject to review of the City Solicitor and Board of Health. As of 3/1/2022, masks will be required in the Children's Room and for all in-person programs and events. Masks will be encouraged on the main floor, mezzanine, and second floor of the library, but will not be required. Masks will be required for both parties when 1-on-1 staff assistance is requested and physical distancing cannot be maintained in any area of the library. Seconded by Trustee April. UNANIMOUS. The Trustees request that the staff make any instances of harassment due to the policy known to the library administration. The Trustees may reevaluate this decision upon updated public health guidance and/or changes to school policies.

Trustee Morin reported that the fountain bid was opened on Wednesday and that there was one qualified bidder, Daedalus Art. The bid was for \$172,000, which is higher than the estimate but still within the budget. Trustee Morin noted that Daedalus had extensive experience in restoration and fountains. Miss Mansfield noted that the Chief Procurement Officer had requested information about the funding to present to the Finance Director so that the contract could be finalized. The information had been sent over for review.

Miss Mansfield reported that the library had been approached by the Salem Film Fest to be a sponsor. This year sponsorship required signing an agreement and posting events on social media in exchange for ten free tickets that could be raffled off. The Trustees discussed the proposal and decided that the formal sponsorship option was not appropriate for the library.

Miss Mansfield reported that the Open Meeting Law had extended the option for remote meetings through July of 2022. The Trustees decided to continue meeting remotely.

Meeting adjourned 5:37pm.