

Draft of Minutes of Board of Trustees Meeting of June 23, 2022

Salem, Massachusetts

June 23, 2022

A meeting of the Board of Trustees was held via Zoom on this date at 4:12pm 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 April 21, 2022 UNANIMOUS.

Current Library Use and Financial reports were distributed. Salem was fifth highest in NOBLE for circulation of physical items in April in May. Miss Mansfield noted that autorenewal numbers appeared to be growing at other libraries. Salem was second highest in April and third highest in May for Overdrive/Libby circulation.

Financial reports were distributed. Trustees Buckley and Marte suggested that a visit from John Doherty at the September meeting would be appropriate.

Miss Mansfield reported that the spring landscaping had been completed by Patty Starfield with the generous support of a benefactor. Miss Mansfield reported that the elevator was scheduled to be repaired on Monday, June 27th and that 2 HVAC units were offline. An estimate for repairs on one unit was \$3600 and a second unit had stopped functioning, but there were no more funds to pay for repairs. The Trustees discussed using capital funds for the ongoing HVAC repairs. Miss Mansfield noted that FY23 capital funds were designated for repairs to the brownstone stairs and railing, ADA upgrades, and annual priority small repairs and upgrades. The glass door entryway at the top of the stairs was slated as a priority due to doors not lining up and the latches deteriorating.

Trustee Morin reported that the fountain restoration was underway and that Daedalus had removed Poseidon and the center pieces and moved them to the workshop. A detailed report was distributed to the Trustees. The Trustees discussed the project and decided that an exhibit would be appropriate to celebrate the restoration once it was completed.

Miss Mansfield reported that the library had been approached by Rockland Trust to create a "Reading Makes Cents" partnership. Children in grades 1-8 would be eligible to earn \$2.50 for each book they read this summer up to \$25.00, which would be deposited into a Rockland Trust savings account. The possibility of having Rockland Trust set up a table at the summer reading kickoff party was discussed. The Trustees recommended checking with other libraries who are offering the program before committing. Trustee Rourke made a motion to allow Rockland Trust to participate in the kickoff party after checking with other libraries, and adding a printed sign to the table noting that the library does not endorse the bank or the program. Seconded by Trustee Morin. UNANIMOUS.

Email feedback from Roberta Crosbie and Margaret Crowdis was distributed to the Trustees. Miss Mansfield noted that the library was receiving positive online reviews and also verbal compliments from visitors. Comfortable chairs were discussed and the Trustees noted that no funding was currently available and that a request for capital funding for new furniture would be submitted with the library's FY24 budget. The space available for arranging the furniture was discussed, and it was noted that the building did not have adequate space to accommodate large sitting areas as found in other libraries. The complaint about restoring the fountain while not allowing patrons to use the library grounds was discussed. The Trustees noted the historic significance of the fountain and noted that details about the deteriorating condition and the urgency of the project can be found in the past meeting minutes.

Public access to the grounds was discussed. Miss Mansfield noted that the staff do not have the ability to visually monitor the grounds, and the only direct visual access is from the Children's Room. Children and caretakers would likely be the first to witness any inappropriate behavior and staff do not have direct access to the grounds and would need to exit the building and walk around the perimeter to intervene. Programs and special events are held on the lawn with staff present to facilitate the activities. Trustee April noted that the grounds do not have a wheelchair accessible path, which would be needed for the grounds to be open to all. The Trustees decided that use of the grounds should be reserved for occasions when staff are present. The Trustees noted that there are green spaces nearby that are open to the public.

The Trustees noted that many of the things in the second email had already been addressed. Increasing staffing was discussed. Trustee Rourke noted that it was important for administrators to interact with the people the institution serves, and the Trustees concurred.

Trustee Austin made a motion to enter executive session to consider applicants for the upcoming Trustee vacancy. Seconded by Trustee April. Unanimous.

Applicants for the self-appointing Board of Library Trustees were discussed. The Trustees will continue to recruit diverse candidates and will meet again in the fall to discuss. The Trustees noted that if they are unable to find diverse candidates, posting the vacancy in English, Spanish, and Portuguese would be appropriate.

Adjourned 5:07pm.