

Draft of Minutes of Board of Trustees Meeting of June 22, 2023

Salem, Massachusetts

June 22, 2023

A meeting of the Board of Trustees was held via Zoom on this date at 4:04pm with Trustees April, Austin, Buckley, Lutts, Morin, Rourke, and Mayor Pangallo present and presiding. Miss Mansfield was present.

Approval of draft minutes from April 20, 2023 UNANIMOUS.

The Trustees welcomed Mayor Pangallo to the Board and gave a brief introduction to the responsibilities of the Board and the history of the building.

Miss Mansfield reported that the 4th Grade Author Visit went very well and that Josephine Cameron has visited six elementary schools and made presentations. Copies of her books were distributed to the classrooms ahead of the visits. Miss Mansfield reported that the Summer Reading Kick Off Party was scheduled on Saturday, June 24th and that Animal Adventures would be on site with live animals. The summer session of programs is slated to begin on July 10, 2023.

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

Financial reports including the annual accounting for FY22 were distributed. Miss Mansfield noted that the private fund expenditures were higher than normal due to the 4th Grade Author Visit and the books purchased for the classrooms.

A copy of the library's approved FY24 municipal budget was distributed. Miss Mansfield reported that copier leases, printing supplies, museum passes, program supplies, and Zoom accounts would be covered by the City beginning July 1st. The Trustees has provided this funding previously by collecting overdue fines. Miss Mansfield noted that the Trustees would continue to pay for continuing education expenses, mileage reimbursement, school author visits, automobile expenses, insurance, landscaping, architect fees, digitization, and the fountain restoration. Discussion of the impacts of not collecting overdue fines and the possibility of automatic renewals followed.

Trustee April made the motion that effective July 1, 2023 the Salem Public Library will absolve all overdue fines, but maintain lost and damaged book replacement costs for items. Autorenewals would go into effect on July 1, 2023 in accordance with current renewal policies. Seconded by Trustee Morin. UNANIMOUS.

Miss Mansfield reported that the book drop installation was out to bid and that bids were due on June 30th. A custom sticker would be designed using the library's logo, as the national library

symbol was not approved by the Historic Commission. Architect Ray Guertin was in the process of drawing specifications for the glass door replacements and the rooftop exit stairway repairs. Miss Mansfield noted that these projects are expected to go out to bid soon, and noted that bids were continuing to come back higher than the estimates. The Trustees agreed that State Aid grant funds should be used to supplement the capital budget if needed, and that a special meeting would not be required for permission.

Miss Mansfield reported that the library was experiencing some minor vandalism from 12 year olds, and that they had knocked down the emergency exit sign twice. Mayor Pangallo noted that the schools were experiencing the same issue.

Trustee Morin reported that phase two of the fountain restoration had begun. He gave a brief overview of the project and noted that while excavating the fountain's concrete foundation, they found that the pedestal was supported by a granite footing and additional layers of concrete. The contractors and the architect agreed that the foundation should be completely excavated, the granite footing removed, and a reinforced concrete base will be installed on top.

Trustee Morin reported a plumbing issue had been discovered recently and he was working on resolving it to avoid project delays. The water feed from the street was galvanized pipe connecting to copper pipe, which is not up to current standards. Trustee Morin contacted the City's Engineering Department and learned that they are understaffed and do not have the budget to replace the galvanized steel pipe. Trustee Morin will follow up with the City and the plumber to see if there is a way the new plumbing can be attached to the old plumbing.

Discussion of a celebration following the completion of the project followed. Trustees Austin, Rourke and April volunteered to form a subcommittee to evaluate the signage and organize a celebration.

Miss Mansfield reported that she had recently learned that library directors are required to have a contract, and that a draft was being reviewed by the Human Resources department. The final draft would need to be signed by the Trustees.

Miss Mansfield reviewed the meeting schedule for FY24, and the Trustees agreed that they would continue to meet the second to last Thursday at 4:00pm, unless a holiday falls on that day.

Adjourned 5:07pm.