

Draft of Minutes of Board of Trustees Meeting on June 22, 2017

Salem, Massachusetts

June 22, 2017

A meeting of the Board of Trustees was held on this date at 4:11pm at the Library with Trustees Little, Merry, Schild, and Glenn Yale present and presiding. Trustees Buckley, Salerno, and Mayor Driscoll were absent. Miss Mansfield was present.

Approval of minutes for meeting on April 20, 2017 – UNANIMOUS

Current Financial and Library Use reports were distributed. Salem's circulation numbers were third highest in NOBLE for both April and May. Salem was second highest in Overdrive circulation for April and May. Miss Mansfield noted that attendance in the Library increased in May and beat last year's numbers.

Michael Lutrzykowski joined the meeting to give an update on the Library's HVAC consultation project. Mr. Lutrzykowski reported that the fee for the consult was only \$7,500 when other consults cost in the range of \$30,000-40,000. He noted that the maintenance on the system was inadequate, and over a 20-30 year period, the neglect had taken its toll. Discussion of funding options was introduced. Miss Mansfield reported that she had placed a request for \$80,000 in CIP funds for the project for FY18. Mr. Lutrzykowski reported that the estimate for the project from RDK was \$250,000-\$300,000. He introduced the possibility of breaking up the project into separate areas and possibly putting the Children's and Reference areas out to bid. He noted that RDK was willing to sit down and figure out what to do next. Mr. Lutrzykowski said he would speak with City Purchasing Agent Whitney Haskell about going out for an RFP, and would get back to Miss Mansfield by Wednesday, June 28th.

Miss Mansfield reported that routine maintenance revealed that the Library's HVAC system had deteriorated since last year. The air conditioning unit responsible for cooling the mezzanine level had to be turned off due to significant leaks, bringing the total number of functioning units down to four. Miss Mansfield reported the City Council approved the Library's request to transfer \$6,000 from full time salaries to the building line to fund the repairs estimated to cost \$15,880. The remaining funds were transferred from the electricity line item. Miss Mansfield noted that these repairs were designed to get the remaining functioning units operational, and would not extend the life of the failing system.

Miss Mansfield noted the Windows project was in progress and moving along quickly. Miss Mansfield reported that the Library was not awarded the CPA grant for the Investigation into the Cracking Around the Third Floor Window, but the application would be carried over to the following year.

Miss Mansfield reported that the Library's FY18 budget was passed and included a 2.5% increase for all staff members.

Miss Mansfield reported that two academic libraries had announced they are leaving NOBLE in FY19 and noted that NOBLE dues may be increased. Miss Mansfield reported that full time employee Maura Liggio would begin taking MLIS classes this fall and would be a participant in the tuition reimbursement plan. Miss Mansfield announced that this was Miss Little's final meeting. The Trustees thanked Miss Little for her dedicated service and generosity.

Meeting adjourned at 4:55pm.