

Draft of Minutes of Board of Trustees Meeting of January 21, 2016

Salem, Massachusetts

January 21, 2016

A meeting of the Board of Trustees was held this date at 4:05 pm at the Library with Trustees Buckley, Little, Merry, and Schild and Trustee Yale present and presiding. Ms. Tracy was present. Assistant Director Tara Mansfield was present. Trustee Salerno and Mayor Driscoll were absent.

Approval of draft minutes for meeting of November 19, 2015 UNANIMOUS

Current Library Use and Financial reports including the Eastern Bank Quarterly Statement were distributed. Ms. Tracy reported the Library received its first State Aid award for FY16 in the amount of \$30,723. The second and final payment for the fiscal year should arrive in the spring.

Ms. Tracy distributed an overview of the Trustees restricted trust funds. After some discussion it was decided to arrange a time for Trustee Buckley to meet with Nancy/Tara to go over the original documentation for each fund. It was also felt a policy should be put in place for accepting future gifts to the Library.

The Trustees discussed bringing the Benson painting back to the Library and displaying it in the Reading Room. Trustee Schild provided quotes from art installers to have the painting professionally hung. Trustee Yale reported that after Skinner's invoice for insurance is paid arrangements can be made to have the painting delivered to the Library. Two insurance quotes for the painting once it is back in the Library were distributed by Ms. Tracy. She will get in touch with the Soucy Insurance Agency to arrange for the policy and make sure there is no lapse in coverage.

Ms. Tracy reported the Library was still waiting for the fence to be repaired that was damaged during the rear roof project. The fence company gave a quote of \$580. for the repair. That cost will be deducted from Capeway Roofing's final payment for the project.

Ms. Tracy reported the legal notice for the Brownstone & Brickwork project was advertised on January 20th. There will be a pre-bid meeting at the Library led by Bob Farley with interested contractors. Sub-bids will be due February 10th and general bids due February 18th.

The Trustees asked Ms. Tracy to apply for a CPA grant for repair and replacement of the Library's window sills and frames. The Library applied for a Mass Historical Commission (MHC) grant for this project in 2013 but was not awarded one. Last year the plan was to reapply to MHC but the emergency nature of the brownstone put the window project on the backburner. For the fourth year Ms. Tracy submitted the window project to the city's Capital Improvement Plan. Bob Farley's updated estimate for the project is \$102,000 plus \$8,000 in architect fees. The deadline for the CPA application is March 18th.

As Ms. Tracy is retiring as Director on February 29, 2016 there was a discussion about filling her position. Ms. Mansfield left the room for this part of the meeting.

The Trustees discussed the possibility of Assistant Director Mansfield becoming the Library's next Director. Ms. Tracy confirmed that the Mass Board of Library Commissioners (MBLC) requires the director of a library from a community the size of Salem to have a Master of Library and Information Science degree (MLIS). However the MBLC also allows an Acting Director, without an MLIS, to be in place for up to three years. Ms. Mansfield will finish her MLIS well within that time frame.

VOTED: To appoint Assistant Director Tara Mansfield Acting Library Director beginning March 1, 2016 at the FY16 budgeted salary for Director of the Library.

MOVED: Trustee Yale SECONDED: Trustee Little UNANIMOUS

Ms. Mansfield was called in and offered the position. She graciously accepted and thanked the Trustees for their support.

In other business thank you cards from the staff in appreciation of the generous holiday gifts were given to the Trustees.

Ms. Tracy informed the Trustees of an upcoming planning meeting with Trustee Little and landscaper Patty Starfield.

Ms. Tracy told the Trustees about a recent donation of Spanish books and media by Senor Jose Mendez, Dominican President Bolivarian Union of Journalists. These items will be shared with the city's schools. The Mayor and the city's Latino Affairs Coordinator, Laura Assade, attended the donation ceremony at the Library.

Meeting adjourned at 5:30 pm.