Draft of Minutes of Board of Trustees Meeting of February 18, 2016

Salem, Massachusetts February 18, 2016

A meeting of the Board of Trustees was held at this date at 4:12pm at the Library with Trustees Buckley, Salerno, Schild and Mayor Kimberley Driscoll present and presiding. Ms. Tracy was present. Assistant Director Tara Mansfield was present. Trustees Little, Merry, and Yale were absent.

Approval of draft minutes of January 21, 2016 UNANIMOUS

Current Use and Financial reports were distributed. There was discussion regarding creating a policy for Continuing Education that would require employees repay the funds if they do not remain in employment for a designated period of time after degree completion. Mayor Driscoll reported that similar policies are in effect for other city departments. It was decided to revisit the issue at the start of the next fiscal year.

Trustee Buckley reported that she reviewed the original documentation for all of the library’s endowed funds. She gave an overview of the restricted trust funds and her recommendations for the usage of existing funds. Creation of polices regarding acknowledgement, fund minimums, and range of use were recommended. Contacting the families of endowed funds ranging from $500 to $1000 to ask if the terms could be reconsidered to allow access to the principal was also recommended.

Ms. Tracy gave an update on the Benson painting and reported that the Skinner insurance fee has been paid and Skinner will deliver the painting when they have a truck scheduled in the area. Ms. Tracy has arranged for the library’s insurance policy to begin once the painting is delivered.

The FY2017 Budget was distributed. Ms. Tracy reported that the budget meets the MAR. Mayor Driscoll informed the Trustees there would be changes to the Library Expense budget line items if salary increases are added to the Library Personnel budget.

VOTED: To approve the FY17 Budget as presented.

MOVED: Trustee Salerno SECONDED: Trustee Buckley UNANIMOUS

Ms. Tracy reported that the fence has been repaired and the library is waiting for the adjusted final invoice from Capeway Roofing with deductions made for fence damage and painting costs. Architect Bob Farley will approve the payment once the invoice is received. Custodian Jamie Brennan will paint the fence once the weather is better.

Ms. Tracy reported that the due date for the Brownstone project sub bids and general bids have been delayed. Sub bids are due on February 23rd at 1:00pm and general bids are due on March 2nd at 1:00pm. Ms. Tracy reported that the library’s HVAC system needing replacement is something to be aware of, as grants from the Mass Historical Commission and CPA will not be able to be used for this purpose.

Ms. Tracy reported that the CPA Grant application for the library windows is due on March 18th.

In Other Business, Ms. Tracy informed the Trustees that the Assistant Director position had been posted and some promising candidates have applied.

Ms. Tracy reported that the Head of Reference had resigned.

Ms. Tracy reported that she had agreed to stay on part time to order the fiction books for the library after her retirement on February 29th.

The Trustees thanked Ms. Tracy for her years of service and dedication to the library.

Meeting adjourned at 4:45pm.