

Draft of Minutes of Board of Trustees Meeting of September 17, 2015

Salem, Massachusetts

September 17, 2015

A meeting of the Board of Trustees was held this date at 4:08 PM at the Library with Trustees Buckley, Merry, Salerno, Schild and Trustee Yale present and presiding. Trustee Little and Mayor Driscoll were absent. Ms. Tracy was present.

Approval of minutes of June 18, 2014 – UNANIMOUS

Current Library Use and Financial reports were distributed. Ms. Tracy was happy to report that Salem had the highest circulation in NOBLE for FY15.

Trustee Yale has not heard back from Robin Starr of Skinner. He will contact her again and request a written insurance value for the Benson. This value would be used for insurance purposes should the painting return to the Library. The Library's written appraisal of the Benson is over ten years old and needs to be updated, especially in light of the auction. For now the painting remains at Skinner.

The painting of the wrought iron fence is scheduled to begin at the end of September. The rear roof project still needs two more items to be addressed, repair of the wooden fence and additional carpentry work on the fire escape walkway over the roof. Final payment will not be made until all work is complete.

Ms. Tracy reported she submitted a CPA grant application and the Library was awarded \$60,000 for the Brownstone & Brickwork. The Mayor believes the City will be able to provide \$40,000 for the project but it must first be approved by the City Council. Architect Bob Farley will base his bid documents on a total project of \$160,000 (MHC \$60,000, CPA \$60,000 & City \$40,000) with ADD/ALTERNATES for any work beyond that. Architect Bob Farley's fees for the project are estimated to be \$21,000.

A proposal from John Goff, Historic Preservation & Design, was presented in the amount of \$7,500. to prepare the Project Completion Report required by the Mass Historical Commission for the Brownstone & Brickwork project. This includes all photography as needed from September through July as well as a new survey form added to the requirement since the Library's last MHC project. A motion was made to accept Mr. Goff's proposal by Trustee Merry and seconded by Trustee Schild. The motion passed UNANIMOUSLY.

Ms. Tracy told of Children's Librarian Courtney Davis' leaving and the hiring of her replacement Laura Brosnan. Ms. Brosnan has been Children's Librarian in Lynnfield for the past five years. The Library will miss Courtney but is looking forward to working with Laura.

Ms. Tracy also reported that Kevin Grocki was leaving to work in Lexington. Prior to his resignation changes had been made to the City's IT Department which included plans for Kevin's position to become a full-time IT position. In return the IT Department proposed their team would handle all the Library's IT needs. When Ms. Tracy learned of the plan she

felt it was not the best arrangement for the Library and its patrons. She feels strongly there is a need for an in-house IT Library specialist. She was also concerned about the loss of the 80% IT position from the Library budget and its effect on meeting the MAR for certification.

Ms. Tracy advised that she had met with the Mayor, Sarah Stanton, Finance Director, and Matt Killen, IT Director, to discuss these concerns. The 80% position will remain in the Library. However the Mayor hoped for more discussion on the proposed plan and offered for Mr. Killen and herself to speak to the Trustees about it. The Trustees asked Ms. Tracy to convey to the Mayor their strong feelings the position stay in the Library as it is currently.

Ms. Tracy distributed a brochure on the Library landscaping worked on by several staff. The brochure highlights the wonderful plantings and the nod to Captain Bertram's house flag with the red and white flowers. Patrons may pick up the brochures at the public desks. There was also an article and picture in the Salem News about the landscaping which Ms. Tracy distributed to the Trustees.

Meeting adjourned at 5:20 pm