

MEETING MINUTES OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

**Tuesday, May 10, 2022 at 7:00 PM**

- **Present:** Shannon Henson (interim librarian), Diane Robillard, Julie Stoken, Dee Doolittle, Alan Benkert, Mary Cikatz
    - **Absent:** Maureen Collins
  - **Guests:** Bart Drennen, Carl Nawrocki, Kevin Lyden
- I. Call to Order – Called to order by Diane Robillard at 7:02 PM
- a. Additions to the Agenda - none
- II. Public Comments/Correspondence
- a. Kevin Lyden – very happy to have Shannon aboard for the next 6 months – job to be posted in about 4-5 months, and the town would like to have her apply – spoke about the value of the library to the town and what a lovely building it is – doesn't think we need a senior center but need to utilize what we have better
- b. Correspondence – survey from CT Library Association, looking for input for educational opportunities – Dee will take care of sending it in
- III. Adoption Of Agenda – *motion by Alan, second by Dee, approved 5/0.*
- IV. Approval Of Minutes March 22, 2022
- a. Move to approve – *motion by Alan, second by Mary* – discussion – the line that was in red font has been asked to be moved to black, and to remove the sentence immediately beneath that (“it was felt...”) – discussed by Kevin Lyden that the minutes should really be marked as unapproved when posted on the town website
- i. Motion to approve the minutes as amended – *motion by Alan, second by Dee - 5/0*
- V. Reports Of Officers
- A. Chairperson-Diane Robillard
- a. Librarian Resignation – wanted to note the letter from Vicky
- b. Interim Librarian Appointment – Shannon Henson spoke to her previous work within libraries, and said she's happy to be here
- B. Secretary-Mary Cikatz – nothing to say
- C. Treasurer-Dee Doolittle – Pam Henry will get back to us about a \$14 discrepancy
- a. Net change to Community funds is an approximate \$2,100 loss.
- D. Librarian (Interim) Shannon Henson
- a. Handed out list of upcoming events to the library
- b. Updated on the electrical work that still needs to be done at the library
- c. Circulation stats are increasing
- d. Library staffing shortage – library needs to close on May 18<sup>th</sup>, Shannon hopes to do interviews for staffing that day – might have issues during the summer with vacation times

- e. Discussed fine free initiative at the library – much rather have item back than repurchase it
  - f. Possible art wall in the smaller community room
  - g. Friends plant sale made \$2,400 for the friends – great regard for Elizabeth Lane
- E. Friends Of Salem Library (FOSL) - Carl Nawrocki
  - a. Actual total made at the plant sale - \$2,457.85 – also had donations to be able to buy plants at wholesale to sell
  - b. ARPA funds – Friends received \$6,000. Separate account opened at Chelsea Groton
    - i. Also repurposing of old library for “used book sale” location a few days each month (appropriated 50K – handicapped bathroom, electrical update, etc. so it becomes usable)
    - ii. Also wants to electrify the Zemko garage – hopefully for this summer, for power, fans, etc.
  - c. National Library Week – gave each member of the library staff a \$25 gift certificate to Two Brothers – Dee wrote out all the thank you cards
  - d. Friends budget has been approved for the upcoming fiscal year 2022-2023 – the library board has to accept it officially
    - i. Presentation from Bart Drennen – gave background of Friends; on average, Friends annually provide over \$13,700 of direct support, and ~\$2,000 indirectly; upcoming budget is \$21,260.00 and what it will provide;
    - ii. Motion needed to accept \$16,520 from friends – *Motion by Julie, second by Dee – approved 5/0*
- VI. Unfinished Business (changed from Old Business)
  - A. Library Personnel Job Descriptions, Titles, Compensation
    - a. Diane said that job descriptions are a town responsibility in consultation with the librarian – at this point, is finished business for the library board. Dee mentioned what Vicky’s desire was for both the descriptions and the job salaries. Library board can submit recommendations to the town about what they’d like to see for salaries, but the town decides it. Possibility put together a packet for the board of Finance, with the backing of the board of Selectmen for salaries. Library salaries are an extremely small part of the total town budget. Shannon will bring information from other local libraries to future meetings.
  - B. Fine Free Initiative
    - a. Shannon would like to pursue this. Will bring data to the next month’s meeting.
- VII. New Business
  - e. Pledge Of Allegiance – would like to do this at the start of each future meeting. *Motion by Mary, second by Julie – 5/0 approved*
  - f. Agenda Format – Diane will adjust format to move Pledge to the start of the meeting
  - g. Name Change – State of CT recommends name change from board of directors to boards of trustees – according to Alan, trustees have a huge amount of money, and we’re just an advisory board for the town – called Board of Directors by the town

charter, so we cannot change our name – motion made and withdrawn by Diane to change the name

- h. Bylaws – bylaws on file were voted on in 1985 – suggestion by Diane that we re-examine the bylaws, and see if we are just an advisory board, or if we have more duties; need to look at them, reviewing them and possibly revising them -
- i. Policies & Procedures – the library director works for the town not the library board – board are elected to represent the town – over the years, the library board has been acting in an advisory capacity – per Kevin, if the library works well with the board, and the town is happy, then the board of Selectmen are happy as well. The town has one personnel policy for all town employees. Possible changes would be run by the town's HR attorney for legality. Diane would like to develop two subcommittees to do this work.
  - i. Alan, Maureen and Julie to work on bylaws committee
  - ii. Mary, Diane and Dee, with Shannon as advisor to work on policies & procedures committee
    - 1. Motion to form the two committees noted above – *Alan, second by Dee, approved 5/0*
- j. Mission Statement – comment from Diane – we can review it after policies and bylaws
- k. Robert's Rules of Order – need to practice more, become more familiar with it

VIII. Agenda Items for Next Regular Board Meeting - June 14, 2022

- a. Fine Free Initiative

IX. Adjournment – *motion to adjourn – Alan, second, Dee – approved 5/0*. Adjourned at 8:47 PM.

X.

Respectfully submitted,  
Mary Cikatz, Recording Secretary

NEXT MEETING: Tuesday, June 14, 2022 at 7:00 PM