

## MEETING MINUTES OF LIBRARY BOARD OF DIRECTORS

### SALEM FREE PUBLIC LIBRARY

**Tuesday, July 12, 2022 at: 7:00 PM Eastern Time (US and Canada)**

- **Present:** Diane Robillard (chair), Dee Doolittle, Mary Cikatz, Shannon Henson (interim librarian), Maureen Collins, Alan Benkert
    - **Absent:** Julie Stoken
  - **Guests:** Bart Drennen
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1. Call to Order – at 7:02 by Diane Robillard
    - a. Pledge of Allegiance
    - b. Additions to the Agenda – see 6, c, 4-6 below
  2. Public Comments/Correspondence: none
  3. Approval of Minutes of June 14, 2022 – *M/Alan, S/Dee – approved 5/0 as written*
  4. Reports of Board Officers
    - a. Chairperson – Diane Robillard – new fiscal year starts July 1<sup>st</sup> and treasurer's report would start there
    - b. Secretary – Mary Cikatz - nothing
    - c. Treasurer – Dee Doolittle – total 21-22 year revenue was \$952.18. Needs to sit with Pam Henry, town treasurer and go over some finances – no update from Community Foundation
  5. Other Reports
    - a. Library Director (Interim) – Shannon Henson – summer reading has begun, and we have almost 70 children signed up; first storytime on June 25<sup>th</sup> since Covid; talked about the various programs going on in the library; collection management – discussed book challenge that happened in Colchester (we have a form on the website if someone has an issue with a book in the collection – Shannon and staff would discuss it, and if it was not resolved with the person who filed a complaint, she would then bring it to the board; definite increase in patron visits and statistics; a door counter is now in service, but the staff will look at the traffic patterns and time since the counter only counts patrons, not time of arrival, in case library hours need adjusting at some point; 2 new library assistants have started in June and are doing well; looking to hire 2 substitute library assistants; looking to do a Harry Potter celebration in the fall; talked about the fine free initiative and how many libraries are doing this, and how this initiative is being encouraged by the ALA – board decision if SFPL opts for this; discussion about audio book swap status; Ryan Teixiera working with Shannon to get the art display room up and running – probably in the fall;
    - b. Friends of the Salem Library (FOSL) – Bart Drennen for Carl Nawrocki – picked books up from Mystic/Noank library and Old Lyme Elephant sale (two largest book donators); doing well sorting books, with young kids helping; will be setting up during Lions' Tag sale in August; gearing up for big sale in October.
  6. Unfinished Business
    - a. Fine Free Initiative – added to August agenda to be voted on by the board – waiting for official input from Town Hall since fine money goes to the town hall general fund
    - b. Update on progress of bylaws committee – update from Alan – productive meeting, and they feel they have about 3 sections to rewrite; their next meeting is August 3<sup>rd</sup> to

continue with process; will probably have a statement in the bylaws as to how often P&P should be reviewed;

- c. Update on progress of policy & procedures committee – Mary expressed her personal opinion about discussing items 3 thru 6 below, but not voting officially until a full board is present, in case there are opinions from absent members which should be heard – however, a quorum is present tonight, and if absent members have an issue, the board can revisit the policy in question (don't want to set a precedent of not voting unless a full board is present); also discussion as to whether the board should write procedures – after much discussion, decided that the board should write the policies, and library director is tasked with putting procedures into place to carry out the policy
    - i. Approval of unscheduled closings policy – *M-Dee, Second-Alan to accept unscheduled closings policy as written; 5/0 approved*
    - ii. Approval of unscheduled closing procedure – discussion as to whether an actual procedure is needed, or let the library staff come up with the procedure – give procedure to Shannon to include with the “how to run the Library” and not have the board direct what to do – no official vote from the board
    - iii. Approval of rules of behavior policy – Dee will put a link in the written policy to the CT statute mentioned in the policy – *M/Alan, S/Maureen – 5/0 approved*
    - iv. Use of meeting rooms – make the application a procedure that Shannon puts together, not a procedure that the board oversees – adjusted “no use...are permitted” to “use of.... not permitted” – *M/Alan, S/Dee – 5/0 approved*
    - v. Programs and attendance policy – *M/Alan, S/Maureen – 5/0 approved, giving the permission slip to Library Director to do*
    - vi. 3-D Printer Use – will go back to committee to discuss how to shorten it (remove procedures part of what was submitted and come back with a shortened policy – possibly also include copiers)
7. New Business
    - a. Benchmark Study for Library Staff Compensation – tabled to move discussion to the next meeting – asked Shannon to put together statistics about how long our staff has been here, salaries, etc.
  8. Agenda Items for Next Regular Board Meeting – August 9, 2022
    - a. Vote on fine-free initiative pending agreement from Town Hall
  9. Adjournment – *M-Alan, S-Dee (5/0 approved) to adjourn – 8:28 PM*

Respectfully submitted,

Mary Cikatz, Recording Secretary

NEXT MEETING: Tuesday, August 9, 2022 at 7:00 PM