

MEETING MINUTES of the LIBRARY BOARD OF DIRECTORS

At the SALEM FREE PUBLIC LIBRARY

Tuesday, September 13, 2022 at: 7:00 PM

- **Present:** Diane Robillard (chair), Dee Doolittle, Mary Cikatz, Shannon Henson (Library Director), Alan Benkert, Julie Stoken
 - **Absent:** Maureen Collins
- **Guests:** Bart Drennen, Carl Nawrocki

1. Call to Order at 7:01 PM by Diane Robillard
 - a. Pledge of Allegiance
 - b. Additions to the Agenda – under 6c
 - i. Statement of Mission
 - ii. Revision of Library Policies
2. Public Comments/Correspondence - none
3. Approval of Minutes of July 12, 2022 (no meeting held in August) *M-Dee, S-Alan - approved*
4. Reports of Board Officers
 - a. Chairperson – Diane Robillard – welcomed Shannon as our permanent library director; spoke with First Selectman about how the town will accept/approve the revised library board policies; brought of issue to town hall of what happens if a board member continuously misses board meetings – possibly asked to resign; received newsletter from Association of CT Library Boards which mentioned grants for reading programs – will give to Shannon;
 - b. Secretary – Mary Cikatz - nothing
 - c. Treasurer – Dee Doolittle - \$158 deposited in September; Community Foundation Fund not doing so well (down around \$4K) \$1,326 available for disbursement as of now;
5. Other Reports
 - a. Library Director – Shannon Henson – very successful summer reading program – most successful was Birds of Prey; floral arrangement program which capped at 10 filled up almost immediately; researching new furniture and shelving for children's room; moved circulation desk back to its original location; patron visits over the summer have increased; gathering quotes for flooring in the library and decided to fix what we've got; HVAC will be coming out to install new heating in room near storage area; still training new staff and it's going very well; author event coming up in October; wizard walk in October with crafts and magic show; planning holiday party with harpist and Mrs. Claus; library hours are modified for Wednesdays from 10 to 6 – because of the foot traffic;
 - b. Friends of the Salem Library (FOSL) – Carl Nawrocki – had mini book sale in August with Lion's Club bringing in ~\$1,100 – getting ready for October book sale – sorting taking place on Tuesday mornings at the Zemko garage; prior to Covid, they could get into the gym around 3 PM to set up books – now, it's around 5 PM because of parent pick-ups of their kids – going to meet with the school to see if they can bring books in on Thursday; discussion about old library building - very little progress with the bathroom – paint is peeling in the basement and it's questionable if it's lead based paint as it's so old;
6. Unfinished Business

- a. Fine Free Initiative – Shannon is still collecting data; asked to be put on hold until more data is collected; feels that most of the money is coming from printing and copying
 - b. Update on progress of bylaws committee – per Alan, making good progress, with 2 more meetings scheduled
 - c. Update on progress of policy & procedures committee
 - i. Acceptance of Donation and Gifts (Collection Policy) – *M-Alan, S-Julie – approved*
 - ii. Statement of Mission, Policy and Board of Directors Function – *M-Julie, S-Alan, approved*
 - iii. Revision of Library Policies – review policies every 5 years – change title to Review and/or Revision – *M-Dee with motion to change title, S-Alan, approved.* The bylaws committee will discuss if this new policy should somehow be reflected in bylaws
 - iv. Collection Development – minor wording changes from a policy that was approved by the board just last year – *M-Alan, S-Dee, approved*
7. New Business
- a. Moving November 8 meeting to another date because a few of the board members work the elections – will move to Tuesday, November 15, 2022 – **time of the meetings starting October 18 will move from 7 PM to 6 PM.**
 - b. Benchmark Study for Library Staff Compensation – Salem library staff is in the 25th percentile and the library board would like to make a plan to increase their salaries over the course of a few years to move them to the 50th percentile; when minimum wage goes up next June, a staff member who has been here for a long time will be making just over minimum wage; we should have something in place to present to the Board of Selectmen about increasing their wages; data needs to be pulled together so that our request will be backed up by data as to why this should happen; Dee will work on pulling information into one place; discussion from Alan as to how to approach, and he talked about developing a scenario of what would happen if salaries were raised and library hours were cut; data about how many people use the library; Shannon would appreciate Board involvement in developing this – Dee and Diane are willing to help her; Motion that Board has approved the formation of a committee to put together a plan: *M-Alan, S-Diane, approved.*
8. Agenda Items for Next Regular Board Meeting - none
9. Adjournment at 8:16 PM.

Respectfully submitted,

Mary Cikat

Mary Cikat, Recording Secretary

NEXT MEETING: **Tuesday, October 18, 2022 at 6:00 PM**