

MINUTES OF THE LIBRARY BOARD OF DIRECTORS MEETING

At the SALEM FREE PUBLIC LIBRARY

Tuesday, November 15, 2022 at: 6:00 PM

- **Present:** Diane Robillard (chair), Dee Doolittle, Mary Cikatz, Alan Benkert
 - Shannon Henson (Library Director)
 - **Absent:** Julie Stoken, Maureen Collins (arrived just before 7 PM, not realizing the new start time of 6:00 PM and we were almost finished)
 - **Guests:** Carl Nawrocki
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1. Call to Order at 6:05 PM
 - a. Pledge of Allegiance
 - b. Additions to the Agenda - none
 2. Public Comments/Correspondence – from Community Foundation about their celebration – came too late
 3. Approval of Minutes of October 18, 2022 – *M-Alan, S-Dee, 4-0 approved as written*
 4. Reports of Board Officers
 - a. Chairperson – Diane Robillard
 - i. Benchmark Study – spoke about letter developed by Dee to be sent to Board of Selectmen to look at salaries; Diane talked personally to our First Selectman – he advised that Shannon reflect the salaries desired in the upcoming budget she presents to the town, listing the salaries as annual, not hourly wage; Ed will then present it to the Board of Finance; Dee has rewritten a letter to the First Selectman's office about our support for salary increases to have all library board members sign – discussion to have Shannon present the letter along with her annual budget; Diane will work with Shannon to offer help with developing the budget;
 - ii. Does the library have any long range (5 year) needs (painting, lighting, etc., or anything else)?
 - iii. Met with Agnes Miyuki from town hall who also edits OurTown – Salem newsletter; would like to have something in each issue of the newsletter, starting with the staff
 - iv. Met with First Selectman about the status of the submitted revised board policies; don't know when they will be done; Dee submitted a list to town hall of the completed policies to make sure nothing is missing
 - v. Where to keep the updated approved policies – should be kept with the town clerk, both hard copy and electronic copies
 - b. Secretary – Mary Cikatz - nothing

- c. Treasurer – Dee Doolittle – this fiscal year’s fine total \$263.13. Still have \$1,326.00 available from the Community Foundation. Not sure if the Bozrah Tuition has been received for this fiscal year – Shannon offered to find out about Bozrah. *M-Alan, S-Mary to accept treasurer’s report – 4/0*
- 5. Other Reports
 - a. Library Director– Shannon Henson – talked about Wizard’s Walk and the Magic Show; Bat Storytime; Monster Donuts; very successful book sale and she added quite a bit of books into the library collection; YA non-fiction relocated to the teen room; water bottle filling station installed in the front hallway; Tristan has created a new logo for the library; doors have been rekeyed so that all doors are keyed the same; October patron count of 919; in contact with Salem School to send library staff to read to the students; putting together a December Anniversary/Holiday party – suggestion from Carl to invite the Board of Finance
 - b. Friends of the Salem Library (FOSL) – Carl Nawrocki – very successful book sale, netting about \$6,500.00; great help with set-up from the Lions and the Salem School girls’ track team; school was extremely cooperative and helpful; Buffy Lane and Gary Closius, both of whom work tirelessly for the Friends, were recognized at the Unsung Heroes Banquet; talked about submitting a request for ARPA funding for \$32,000 over 2 years, saying that temporary staff hours **must** be a part of the distribution of these funds – money can be given to the Friends, which ends federal monitoring of the money; talked about how First Selectman wants the Friends to vacate the Zemko building, which is used for book collection – more information to come in the future!
- 6. Unfinished Business
 - a. Update on progress of bylaws committee – Alan said the bylaws committee has completed a draft of their completed work – will send electronically to the Library Board; send suggestions/revisions before the December meeting of the Library Board
 - b. Update on progress of policy & procedures committee
 - i. Materials Lending Policy – *M/Alan, S/Dee* – discussion on the policy – Alan thinks it’s good, striking a balance between not enough and too many details – *approved 4/0*
- 7. New Business - none
- 8. Agenda Items for Next Regular Board Meeting – December 13, 2022 – nothing at this time
- 9. Adjournment – *M/Alan, S/Dee to adjourn at 6:55 PM.*

Respectfully submitted,

Mary Cikat

Mary Cikat, Recording Secretary

NEXT MEETING: Tuesday, December 13, 2022 at 6:00 PM