

MEETING MINUTES of the LIBRARY BOARD OF DIRECTORS MEETING

At the SALEM FREE PUBLIC LIBRARY

Tuesday, October 18, 2022 at: 6:00 PM (please note new start time)

- **Present:** Diane Robillard (chair), Dee Doolittle, Mary Cikatz, Alan Benkert, Julie Stoken, Maureen Collins
 - **Absent:** Shannon Henson (Library Director)
 - **Guests:** none
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1. Call to Order at 6:00 PM
 - a. Pledge of Allegiance
 - b. Additions to the Agenda - none
 2. Public Comments/Correspondence - none
 3. Approval of Minutes of September 13, 2022 – *M/Alan, S/ Dee, abstained/Maureen – approved as written 5/0*
 4. Reports of Board Officers
 - a. Chairperson – Diane Robillard – wants to get something into OurTown – Salem, especially about Shannon; will check with Agnes at town hall; Diane will look into it
 - b. Secretary – Mary Cikatz - nothing
 - c. Treasurer – Dee Doolittle – no deposits in October; *M/Alan, S/Maureen – approved 6/0*
 5. Other Reports
 - a. Library Director– Shannon Henson – emailed everyone a written copy; briefly reviewed by Diane to the board; 1st grade classes to the library; Moms Club of Salem now meets in the big room at the library; researching new furniture and shelving for children’s room; plan for the library will be used for emergency management in case of evacuation of Salem School; Wizard Walk was a great success;
 - b. Friends of the Salem Library (FOSL) – none
 6. Unfinished Business
 - a. Update on progress of bylaws committee – planning one more meeting just before next board meeting; doing well and one more meeting should get a draft ready possibly for the November board meeting; two loose ends to clean up
 - b. Update on progress of policy & procedures committee
 - i. Internet Safety and Library Technology Use; comments from Alan; great and nice and general – *M/Alan, S/Maureen – approved 6/0*; discussion came up about possibly having a policy about teleconferencing and the need to Zoom – talked about the costs, if the link is still available from the library director; hopefully, this scenario will not be needed in the future, but if so, then the board will reexamine a policy for it

7. New Business
 - a. Benchmark Study for Library Staff Compensation – Dee talked again about bringing the Salem Library staff up to a better wage; present to the Board of Finance with our goals for wages to be increased slowly over the course of a few years; draft letter to the Board of Finance; plan for Dee to get on the agenda for the next Board of Finance meeting; a letter will be prepared and put into the library office for all board members to sign
8. Agenda Items for Next Regular Board Meeting – November 15, 2022 – nothing at this time
9. Adjournment at 6:35 PM; *M/Alan, S/Julie, 6/0*

Respectfully submitted,

Mary Cikatz

Mary Cikatz, Recording Secretary

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