

Minutes of the LIBRARY BOARD OF DIRECTORS MEETING

At the SALEM FREE PUBLIC LIBRARY

Tuesday, January 10, 2023 at: 6:00 PM

- **Present:** Diane Robillard (chair), Dee Doolittle, Alan Benkert, Julie Stoken, Maureen Collins, Mary Cikatz
 - Shannon Henson (Library Director)
 - **Absent:** none
 - **Guests:** Bart Drennen, Carl Nawrocki
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1. Call to Order at 6:00 PM by Diane Robillard
 - a. Pledge of Allegiance
 - b. Additions to the Agenda -none
 2. Public Comments/Correspondence - none
 3. Approval of Minutes of December 13, 2022 – *M/S Dee/ Alan, 6/0 with one addition (add “if necessary” after section 6a, bylaws committee update)*
 4. Reports of Board Officers
 - a. Chairperson – Diane Robillard – delays in publishing *OurTown Salem*, with article about Shannon Henson; letter about salary increases signed by the Library Board was given to Shannon; spoke about “savings” on the bottom of a library slip, which Shannon put on the slips that go out with books to let patrons know how much they are saving by borrowing a book instead of purchasing it; Shannon looking into nametags for library staff so that patrons know their names
 - b. Secretary – Mary Cikatz – minutes/agenda for February meeting will come out first week of February due to daughter’s wedding in Baltimore
 - c. Treasurer – Dee Doolittle – Community Foundation did not lose as much last month; \$250 to town hall in December; Bozrah tuition is now recorded on our monthly treasurer’s report
 5. Other Reports
 - a. Library Director– Shannon Henson – library has collected 3 boxes of food for Care & Share for Foods for Fines program – would like to continue this thru February (after discussion with board, it’s a go); big thank you to knitters’ group; will include adults in winter reading program; 3 upcoming programs in next 3 weeks are at capacity! - Boiler was repaired from glycol leak because of burst pump; leaking roof in teen room was fixed; 778 patrons for December; discussion about staffing hours (occurred during Friends’ presentation) and the hope that more publicity in *OurTown Salem* may bring in more patrons – would like to increase the Saturday hours – discussion at the very end of the meeting about the First Amendment Auditors group issues happening in Colchester, going into library offices and posting it on YouTube and social media; Shannon has attended a webinar about this topic and how to deal with this if it happens in Salem
 - b. Friends of the Salem Library (FOSL) – Carl Nawrocki – Knitters donated \$815 and Quilters donated \$1410 to the Friends, which goes to the library for programs; would like to come up with family programs such as the Wizard Walk; family programs are more expensive, but the Friends has the money to fund them; issue about Zemko garage usage has been resolved – when the old library has been renovated, the Friends will

move from the sorting room in the current library to there, and the Zemko garage will be completely available to the Friends; Carl handed out their concept for the use of the old library, and what they might need to furnish it

6. Unfinished Business

- a. Finalization of bylaws committee – needed to update our library bylaws for executive session to be in accord with what is in the FOI bylaws; Alan worked on this with Kevin Lyden; Alan passed out revisions to Article 4 – Meetings, sections 3-6; motion to accept revised bylaws as presented: *M/S Dee/Maureen – 6/0*

7. New Business

- a. Library budget 2023-2024 – Shannon presented a spreadsheet for the upcoming budget, and a document explaining why line items increased; talked about the increase in conference line item and the need for continuing education for the staff; based on the population of Salem, the library budget to be presented is approximately \$10/person! – Bart will work with Shannon to prepare notes for the presentation of the proposed budget to the BOF; Friends have budgeted \$9,000 for the library programs for the upcoming fiscal year; library will be presented to BOF on February 23, 2023 at 7 PM; *M/S to approve proposed budget with increase in supply line as needed – Alan/Diane – 6/0*

8. Agenda Items for Next Regular Board Meeting – February 14, 2023

- a. Presentation of salary scale, which will go to Board of Selectmen – date will be forthcoming

9. Adjournment: *M/S, Alan/Julie to adjourn at 7:16 PM.*

Respectfully submitted,

Mary Cíkatz

Mary Cíkatz, Recording Secretary

NEXT MEETING: Tuesday, February 14, 2023 at 6:00 PM