

Minutes of the LIBRARY BOARD OF DIRECTORS MEETING

At the SALEM FREE PUBLIC LIBRARY

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

- **Present:** Alan Benkert, Julie Stoken, Mary Cikatz, Dee Doolittle
 - Shannon Henson (Library Director)
 - **Absent:** Maureen Collins, Heather Wilkey
 - **Guests:** Bart Drennen, Jeanette Girard, Kevin Lyden
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1. Call to Order at 6:03 PM by Alan
 - a. Pledge of Allegiance
 - b. Additions to the Agenda - none
 - c. Approval of the Agenda – **M/S Julie/Dee to approve agenda as written, 4/0 approved**
 2. Public Comments/Correspondence
 - a. Kevin Lyden is very impressed with how well this board has performed and gotten through a lot of work
 3. Approval of Minutes of September 12, 2023 – **M/S Dee/Julie to approve minutes as written, 4/0 approved**
 4. Reports of Board Officers
 - a. Chairperson – Alan Benkert – as acting chair, he wants to keep up with the routine business that the board does; also wants to negotiate a smooth transfer to the new board coming in in December; will work on this at the November meeting; will have 2/3 of the orientation committee still seated to get the new board members up to speed; Kevin Lyden suggested that if a board member cannot make the meeting, they should notify the chair before the meeting
 - b. Secretary – Mary Cikatz
 - i. Linda Flugrad emailed me that Heather was officially sworn in as a board member
 - ii. I will be sending out the schedule for the 2024 board meetings with the November agenda, even though it is not to be approved until the December meeting. This way, we can all carefully look thru it to make sure no school vacation days are impacted.
 - c. Treasurer – Dee Doolittle
 - i. In October, additional \$200 deposited with town hall; Community Foundation fund balance is up by \$2,622.09 – no longer losing money; have not yet received the Bozrah “tuition”
 - ii. **M/S Mary/Julie to approve treasurer’s report as given, 4/0 approved**
 5. Other Reports
 - a. Library Director– Shannon Henson
 - i. Kept apologizing for short report, but was out ill last week
 - ii. Two closures (Labor Day and painting), but still had good patron numbers
 - iii. Keeping track of tech help, which seems to be increasing
 - iv. 1st graders from Salem School came to visit – total adorableness!
 - v. Front foyer was painted last week, and it looks great!

- b. Friends of the Salem Library (FOSL) – Bart Drennan – crunch time for book sale is here; met with Salem School principal; tables to be brought to Park & Play on Wednesday, Thursday after school, books will be brought in (with help from track team members), Friday morning, the rest of the tables will be delivered, and after school, sale will be set up; today's Plant Sale at the Senior's Meeting made ~\$130 for the Friends
- 6. Unfinished Business
 - a. Finalization of bylaws and policies reviewed by town attorney
 - i. Mary, Diane and Shannon zoomed with the town attorney to go over the changes she suggested, which have been incorporated into what the board put together – these were all sent out to the board last week
 - ii. Most of the suggestions were basic "legaleze" additions/clarifications; the acceptance of donations and gifts was re-written by the attorney, simplifying donations
 - iii. **M/S to approve the bylaws and policies as adjusted by the town attorney – Dee/Mary - 4/0 approved**
 - b. Continue with ACLB Handbook discussion
 - i. Document should be read keeping in mind how the Salem library runs; it did validate the need for an orientation packet; have continued to discuss this handbook and we've gotten out of it what we need
 - c. Orientation committee report
 - i. Good meeting of committee last Wednesday, and packet has good stuff
 - 1. Will include bylaws, policies, meeting dates, contact information, table of contents, etc.
 - 2. Julie's goal is to send it out in email hopefully next week to entire board, with a final meeting of the committee at the end of October, and get approval at November meeting
- 7. New Business - none
- 8. Agenda Items for Next Regular Board Meeting
 - a. Approval of Orientation Packet
 - b. Discussion of slate of officers for new library board
- 9. Adjournment at 6:53 PM – **M/S Mary/Dee to adjourn, 4/0 approved**

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

Respectfully submitted,

Mary Cikatz – Recording Secretary