

Minutes of the LIBRARY BOARD OF DIRECTORS MEETING

At the SALEM FREE PUBLIC LIBRARY

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

- **Present:** Diane Robillard (chair), Alan Benkert, Julie Stoken, Maureen Collins, Mary Cikatzen
 - Shannon Henson (Library Director)
 - **Absent:** Dee Doolittle
 - **Guests:** Bart Drennen, Carl Nawrocki
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1. Call to Order at 6:03 PM
 - a. Pledge of Allegiance
 - b. Additions to the Agenda - none
 2. Public Comments/Correspondence - none
 3. Approval of Minutes of January 10, 2023 – ***M/S to approve - Alan/Maureen – Approved as written, 5/0***
 4. Reports of Board Officers
 - a. Chairperson – Diane Robillard – spoke about the article in OurTown, Salem. Library and/or board will try to put an article into each addition. Policies/bylaws amended by board have yet to be approved by town lawyer. Reminder to attend BofF meeting on 2/23 at 7 PM about the budget, and salary presentation on 3/16. Shannon will keep us apprised on additional dates if necessary. Carl suggests that copies of all salary requests be given individually and/or emailed to each selectman and board of finance member, with as much supporting documentation as possible.
 - b. Secretary – Mary Cikatzen - nothing
 - c. Treasurer – Dee Doolittle - \$622.13 to date this fiscal year in fine/fees/faxes; should be extra monies available from Community Foundation as none was taken last year; Alan asked how money from the Foundation is received and used – ***M/S to approve - Alan/Julie – Approved as written 5/0***
 5. Other Reports
 - a. Library Director– Shannon Henson – been very busy at the library; community room got redone, and it looks really nice; main front door started to peel because of that below zero day – public works will address it in the spring; winter reading has begun, Candy Land has begun; contacted fire marshal about getting a capacity sign for the community room; patron count was almost 1,000 for January; Shannon showed us the display board, made by Brian Koitz of Norwich, that has been put up in the Art Room; library budget has been submitted to town hall, along with a line item document with explanations; would like to do something for Founders Day in May; requests from patrons for art programs; connecting with the president of the Bozrah Seniors for activities at the library;
 - b. Friends of the Salem Library (FOSL) – Carl Nawrocki and Bart Drennen – winter meeting of Friends is 2/25; while Carl was away, Bart was asked about when the Friends group would be vacating the storage room in the library – his response was that the Friends need to have heat/water in the old library;
 6. Unfinished Business - none
 7. New Business

- a. Substitute chairperson for March meeting – Diane will be away, and Mary will be having surgery the day before; Dee possibly cannot make the March meeting; discussion about cancelling the March meeting; ***M/S Alan/Julie to cancel March meeting – 5/0 to cancel***
 - b. Library Staff salary requests – Shannon will be going to the BofS meeting on March 7th about salary increase requests; subsequent BofF meeting is on March 16th; additional staffing hours request is 8 hours/week and additional hourly pay; suggestion to show/present a summary and explanation of the salary increase requests; justification of additional hours should be presented; really present the disparity of hourly wage between new hires and veteran employees; the library board is in total support of Shannon
8. Agenda Items for Next Regular Board Meeting – April 18, 2023
- a. Update on salary requests
 - b. Update on municipal budget
9. Adjournment – ***M/S Alan/Diane to adjourn at 7:01 PM***

NEXT MEETING: Tuesday, April 18, 2023 at 6:00 PM