

MEETING MINUTES OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

Tuesday, June 14, 2022 at: 7:00 PM Eastern Time (US and Canada)

- **Present:** Diane Robillard (chair), Julie Stoken, Mary Cikatz, Shannon Henson (interim librarian), Maureen Collins, Alan Benkert
 - **Absent:** Dee Doolittle
 - **Guests:** Kevin Lyden
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1. Call to Order – at 7:01 by Diane Robillard
 - a. Pledge of Allegiance
 - b. Additions to the Agenda - none
 2. Public Comments/Correspondence: Kevin Lyden reported that he heard from Vicky Coffin that she has been offered a position in Mansfield; talked about our relationship with Bozrah and how the fee is determined which they pay to Salem to be part of our library
 3. Adoption of the Agenda – per Kevin, doesn't need to be adopted, as it is set by the chairperson
 4. Approval of Minutes of May 10, 2022 – *M/Alan, S/Julie – approved 5/0*
 5. Reports of Board Officers
 - a. Chairperson – Diane Robillard – quick update on 2 committees (bylaws, and policies & procedures)
 - b. Secretary – Mary Cikatz - none
 - c. Treasurer – Dee Doolittle – Mary read text from Dee – Community Foundation of Eastern CT balance down by \$232.37, bringing balance down to \$31,096.91. Total assets of \$33,168.52.
 6. Other Reports
 - a. Library Director (Interim) – Shannon Henson – lots of families gave great feedback at the Memorial Day parade; summer reading begins June 27th; gave summary of upcoming events at the library; gave an update on building and collection; definitely seeing an uptick of patrons visiting (done by physically counting) – suggestion from Kevin to get an automatic counter; free magazine bin in the front lobby for patrons to “recycle” their magazines; Shannon is working to create a local artist room in the small meeting room; CT Library Consortium is stopping audiobook swap – Shannon looking for other options to get audiobooks; “field trip” to see artwork on display from Salem School students; 2 candidates have been offered permanent part-time jobs, with a 3rd on a per diem basis
 - b. Friends of the Salem Library (FOSL) – Carl Nawrocki – Carl was not at meeting; brief update read by Shannon; electricity at the Zemko garage; books picked up from Mystic/Noank book sale
 7. Unfinished Business
 - a. Fine Free Initiative – still gathering data from other libraries in the state
 8. New Business

- a. Update on progress of committees established at last board meeting
 - i. Bylaws – update from Alan; have had 2 meetings, first being organizational; take 1985 version of bylaws as a start, and edit them; second meeting to bring together everyone’s ideas; Alan thinks it may take 2-3 more meetings to put together a draft to bring to the full board; 2 additional documents have been discovered, which will be added to the work load
 - ii. Policies & Procedures – Mary gave quick update on how they were going to proceed (much like bylaws committee)
 - 1. Presentation of Unscheduled Closings Policy – newly created policy about unscheduled closings was read by the board members present; after some discussion, it will go back to the committee to discuss the delegation of the decision to close.
- 9. Agenda Items for Next Regular Board Meeting – July 12, 2022 – Julie will not be here
- 10. Adjournment – *M-Alan, S-Maureen (5/0 approved) to adjourn - 7:35 PM*

Respectfully submitted,

Mary Cikatz, Recording Secretary

NEXT MEETING: Tuesday, July 12, 2022 at 7:00 PM