

Draft of Minutes of Board of Trustees Meeting of November 16, 2023

Salem, Massachusetts

November 16, 2023

A meeting of the Board of Trustees was held via Zoom on this date at 4:06pm with Trustees April, Buckley, Lutts, Morin, Rourke and Mayor Pangallo present and presiding. Trustee Austin was absent. Miss Mansfield was present.

Approval of draft minutes from September 21, 2023 UNANIMOUS.

Miss Mansfield reported that NOBLE had recently implemented an online library card registration service that is able to verify last name and addresses through the USPS. She noted that the system is not perfect and that people who are not able to be verified will receive a temporary account and will need to visit the library to complete registration.

Current Library Use and Financial reports were distributed. Salem was fourth highest in NOBLE for circulation of physical items in September and October. Salem was second highest in September and October for Overdrive/Libby circulation. Miss Mansfield noted that many additional ebook and audio titles were purchased during October, which resulted in increased circulation numbers that month. The attendance numbers for Halloween were very high, and Miss Mansfield noted that the Reference floor seemed to be a sanctuary for people.

Financial reports were distributed. Miss Mansfield noted that the previously approved transfer of \$50,000 to the fountain account was completed in October and was reflected in the fountain checking statement, but not in the quarterly statement which ended on September 30th.

The Trustees discussed the traditional holiday gift for staff. Trustee Lutts recused himself from the discussion. Upcoming expenses were discussed and Miss Mansfield noted that the funds would need to be transferred from the investments. Miss Mansfield reported that the Trustees' car had experienced an electrical issue that required replacing the dashboard with a used 2005 dashboard with significantly higher mileage. Miss Mansfield noted that there is an option to remove the dashboard and have it shipped to a place that could restore the mileage and certify the change. The Trustees decided that the car was unlikely to be traded in due to its age, so restoring the mileage was not necessary. A motion was made by Trustee Morin to continue the holiday gift tradition and was seconded by Trustee April. UNANIMOUS, with Trustee Lutts abstaining.

Miss Mansfield reported that there were some minor repairs completed, but no new major building repairs had come up.

Trustee Morin reported that the fountain restoration was substantially completed. He noted that the plumbing was done and the electrical had been run, but they were waiting for a panel to be installed. Once the electrical is connected, Trustee Morin will arrange for Aquatic Arts to return to test the water flow and make adjustments. He noted that once the testing is complete, he

expects the one-year warranty to begin. Daedalus will return in the spring to apply a final coat of paint and complete the documentation of the project. He noted that things were looking good and that closing out the books was underway. Trustee Morin reported that he was extremely pleased with the vendors and felt like they had perhaps absorbed some costs because of their excitement about the project.

Trustee Morin reported that he had spoken with Josh Craine from Daedalus during the re-install, and he advised that the fountain did not need to be covered this winter. Trustee Morin noted that he would like Daedalus to inspect the fountain on an annual basis to make sure it does not fall into disrepair. The Trustees decided to table the discussion, which will allow them to return to covering the fountain in the future.

Trustee Morin noted that the plan is to start up the fountain next spring. He recommended having Aquatic Arts involved in the spring start-up and fall shutdown, as the new plumbing is much more complex and requires expertise. Trustee Morin plans to solicit quotes from Aquatic Arts. Trustee Buckley thanked Trustee Morin for his tremendous efforts.

Trustee Morin noted that while he was on site, a neighbor had asked about the possibility of replacing the fence between the library and the house next door.

Miss Mansfield reported that Amy Wood had visited the library and had inquired about having a plaque installed in memory of her mother, Jane Walsh. Miss Mansfield noted that Jane worked at the library from 1979-2013 and was instrumental in building the Reference collections and curating the resources for the Salem Room. She noted that the placement and wording for the plaque was discussed with the current Reference staff and Jane's family. Trustee Rourke made a motion to purchase and install a bronze memorial plaque for Jane Walsh in the Reference Room, seconded by Trustee April. UNANIMOUS.

Miss Mansfield reported that NOBLE planned to do an Evergreen upgrade beginning the evening of Saturday, January 6th through Monday, January 8th. She noted that the upgrade would bring the circulation system, catalog, and authentication services down, which will be frustrating for patrons and staff. She noted that there would be training for the upgrade in December, and that new features were promised.

Adjourned 4:39pm.