

New Salem Library Board of Trustees, March 8, 2022 Final

Called to order 7:03 p.m. Adjourned: 8:35 p.m. Present: Linda Chatfield(Acting Director); Trustees Eli MacCullagh and Judy Northup-Bennett; and Marny Ashburne for the Friends group.

A. Report from the Friends: Marny reported that the Friends will present the final Reading Aloud for Grownups on Mar. 15. There were 18 people at the Feb. ZOOM Reading Aloud for Grownups. The Friends are getting quotes for the John Clayton Memorial Gift.

B. Minutes: Feb. 8, 2022 minutes approved unanimously.

C. Acting Director's Report approved. The report with details is attached.

1. Programs: 36 people (1/5 of them from New Salem) attended the March "Gorgeous Gardens of New England" program. Several programs are planned for April: a 5-week "Tales & Tunes with Katie" returns; an Earth Day celebration on Sat. 4/23, "Earth Rhythms" with Roger Tincknell; and a talk on climate change issues. 2. February attendance was up 21% over Dec/Jan. On Sat. Feb. 26, 22 people were in the library at the same time. 3. Circulation was also up in Jan. by 41 % from Dec. In addition to 668 books and DVDs, there were 224 e-books and audiobooks circulated. (This is the first time Linda has reported on the digital circulation.) 3. Covid update: There were no in-person meetings held in the library in Feb. The town has rescinded the mask mandate so the library now has a sign stating that masks are optional. 4. The library meeting with the town budget committee will be held on Mar. 11 at 9 am. 5. Linda has provided the Friends with a compilation of Friends of the Library policies from other libraries for their review. 6. The budget is on track except for the custodian account which was underfunded. Next year's budget will more accurately reflect the amount for this position. Linda is monitoring the possible overage in the budget this year for the extra hours of training in the fall for the acting director transition. The Finance Committee and the Selectboard have been notified of this possibility.

D. Covid Check-in. The staff is comfortable with the new mask optional policy. The Trustees voted unanimously to reopen the Community Room for programs and meetings with a 25-person limit. Groups should contact the Library Director to reserve the room.

E. Library Policies Update: The Trustees continued their review of current library policies with three that Linda selected for this month. All three were carefully considered and will be voted on next month after follow-up on some aspects of each policy. 1. Judy will incorporate the revisions made at this meeting on the Meeting Room Reservation and Use Policy. She will work with Linda to define the different types of events that might be held in the Community Room and whether they need different reservation protocols. 2. Eli will further review the Internet Use and Safety Policy, and update the policy where needed to reflect some of the changes in internet use today. 3. The Trustees questioned the need for an Institutional Liaison Policy and why was this one written. Eli will contact Gabrielle Voelcker to see if each town department is required to have an Institutional Liaison Policy, and whether we should keep ours. .

F. Search Committee Update: We received 4 applications for the Library Director position. The committee is reviewing the applicant applications and preparing for interviews.

Future Trustee Meetings: Tuesday, April 19, 2022 at 7 pm.