

New Salem Library Board of Trustees, May 24, 2022 Final

Called to order 7:03 p.m. Adjourned: 7:53 p.m. Present: Linda Chatfield (Director); Trustees Eli MacCullagh and Judy Northup-Bennett; Marny Ashburne for the Friends group, and Lisa Finestone.

A. Report from the Friends: Marny reported that the Friends will hold their Annual Meeting on Sat., June 18 from 2-4pm. After a short meeting, there will be a reading by Ritchie Davis, former Greenfield Recorder journalist, and an ice cream social. The Friends' Book Sale at the Town-wide Tag Sale went well.

B. Minutes: April 19, 2022 minutes approved unanimously.

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

1. The fiscal year budget is wrapping up well. At this point it looks like the library budgeted funds will be able to cover the additional cost of Acting Director training in the Salaries and Wages line. If this holds, we will not need to ask the Select Board to fund this from the General Fund. 2. In April the library had a total attendance of 340 people and a Circulation Total (all formats) of 870. 3. There are 4 upcoming programming events in June: "Creating a Pollinator Garden," a "Cardmaking Workshop," "Investigating Insects," and a 3-week "Story Walk" series. 4. Lighting Upgrade: Linda has sent the project proposal out to 4 new electricians who are interested in the lighting upgrade project. 5. Two young people are volunteering on alternate Tuesdays at the library. 6. Linda has hired Ella DeSilva-Beal as substitute librarian.

D. Covid Protocol Discussion. The New Salem Board of Health has rescinded a mask requirement for town buildings so the library is letting groups using the library and presenters decide whether they require masks at their programs. The Trustees asked Linda to include the following statement for the library: "Because of the recent COVID surge, the library requests that you wear a mask for our indoor programming to protect yourself and others."

E. Search Committee: Search Committee Chair Betsy Bergantino has resigned. The Trustees thanked her for her hard work. Trustee Chair Eli MacCullagh was named the new Search Committee Chair. 2. The Trustees unanimously voted to dissolve the current Search Committee, and unanimously voted to charge a new Search Committee: Hugh Mackay, Jennifer Bamford, Sue Dunbar, and Eli MacCullagh, continuing members, and Lisa Finestone, Betsy's replacement representing the Friends' group. 3. The new Search Committee will interview 3 candidates over the next 8 days and recommend final candidates for the Trustees to interview. 4. The Trustees picked tentative final interview dates and reviewed interview questions. The final interviews and Trustee deliberation will be done in open sessions. Dates will be announced in the New Salem News and meetings posted at the Town Clerk's Office. 5. The Trustees edited the Offer Letter that will be sent to the final candidate. Judy will contact Maura Deedy at the MBLC for further clarification on the minimum director job requirements.

F. Progress on Library Recognition: Judy reported that the committee looking at ways to recognize Diana Smith's service and other long-term library employees has not been able to meet for personal reasons. We'll keep this on the agenda. Linda and Judy will follow up on contacting Denise Andrews about her group's ideas to honor Dorothy Johnson with a permanent memorial program or service at the library.

Future Meetings: Tuesday, June 14, 7 pm, ZOOM