

## **New Salem Library Board of Trustees, December 13, 2022 - Final**

Called to order 5:00 p.m. Adjourned: 6:16 p.m. Present: Tracie Shea (Director), Marny Ashburne (Friends), and Eli MacCullagh, and Judy Northup-Bennett (Trustees).

**A. Report from the Friends:** Nothing new to report this month as the Friends' board meeting is tomorrow.

**B. Minutes:** Minutes for the Nov. 15 board meeting were approved unanimously.

**C. Director's Report.** (Complete report on file with minutes.) 1. Financial: Tracie presented the new accounting format and went over the changes. The Trustees asked questions and figured they will acclimate to the new format easily. Tracie reported that all accounts are on track for the year. 2. Professional Development: Tracie attended the CWMARS Circulation & Resource Sharing Annual Meeting. Her next focus is on: on-demand CWMARS training videos and website development training. 3. Programming: The library has 3 programs scheduled for December as well as weekly yoga classes: An Evening of Old Time Radio with Brian Casey; a solo viola concert with Anna Wetherby; and Understanding Images from the James Web Space Telescope. 5. New Assistant to the Director position: The job has been advertised. Tracie will begin the candidate selection process on Dec. 16. 6. Discussion of Lighting Upgrade Project: Tracie reported that Al Olsen and Larry Eaton have expressed interest in doing the lighting upgrade project which has been on hold for ~two years. They suggest that to stay within the town appropriation for the project the library reduce the replacement fixtures to the ~10 fixtures in the Community Room, install dimmers and a second circuit in the Community Room, investigate and repair entry lights, and move switches. (Details of the proposal are in the director's report.) Tracie doesn't have an itemized bid. Larry and Al plan to return to finalize the bid. Tracie suggested the Trustees meet with them when they come in to look over the project to let them know what is important to the Trustees. Tracie will let Al and Larry know so they can give us advanced notice on when they plan to come in. Eli will post the meeting when he has a time.

Judy expressed concern that the proposed project is not what the town submitted to Town Meeting for the appropriation, recognizing that costs have gone up substantially since the 2019 appropriation. She's concerned that this bid would only cover ~ one third of the original project. Judy will contact the town treasurer to see how much we can alter the project from the original appropriation. Judy would also like to see a bid with a breakdown of materials and labor (with a range

of cost) from the electrician/contractor based on what they plan to do for each item in the proposal.

**D. FY 2024 Budget:** Tracie presented a preliminary “even-funded” Annual Town Meeting (ATM) appropriation request for the FY 2024 budget. This will include the required state increase so it will cut some expenses and keep others at “bare-bones” levels. The Trustees appreciated Tracie’s analysis of what an “even-funded” budget looks like, but they encouraged her to consider putting back in modest contingency amounts in the areas of utilities, programming, and supplies just in case it is needed. The library doesn’t need to spend these funds if they aren’t needed and often returns a modest amount to the town at the end of the fiscal year.

**E. Future Meeting Dates:** The Trustees have a goal to schedule meetings a couple of months in advance but couldn’t this month. It looks like Thursdays will be the best day to meet.

**Next Meeting: January 19, 2023, 7 pm on Zoom.**