

New Salem Library Board of Trustees, February 13, 2023 - Final

Called to order 4:00 p.m. Adjourned: 5:57 p.m. Present: Tracie Shea (Director); Marny Ashburne (Friends); Eli MacCullagh, Mailande Dewitt and Judy Northup-Bennett (Trustees); and Monica Winters (public).

A. Public Comment: Monica Winters requested that the library post Trustee minutes and pertaining documents to the Town web site. There was a brief discussion on whether or not we can post on the town web site. In the past, partial minutes have been posted but not archived on the library website. Eli and Tracie will investigate how we can post minutes digitally.

B. Report from the Friends: There are two more hybrid Reading Aloud for Grownups programs, Feb. 14 and Mar. 21. Future programs include: A Poetry Event, April 11, and a Town Election Candidates' Night, The Friends Board is looking for two volunteers to fill two openings on the Board.

C. Minutes: Minutes for the Jan. 10 and the Jan. 19 board meetings were approved unanimously as amended.

D. Director's report. (Detailed report is filed with the minutes.) 1. Staff used some of the Jan. power outages to revitalize the Children's Room. Statewide weather delays also caused disruptions to the ILL delivery services. 2. After extreme cold nights, there was water leakage in the Community Room around the heater unit. Tracie is on top of it and there was no damage. PVE heating and plumbing is coming back to check out the heating unit. 3. Circulation is down for January (as in other years) but attendance held. 4 The new assistant position job search resulted in two good finalist. Tracie might have someone hired by the end of Feb. 5. There is an ongoing technical glitch (relating to past software installation) with the two new printers but they both function adequately. Tracie is working on the solution. She reported that in the past the town has bought computers for departments if there is a surplus in the town budget for the year. 6. Tracie is working on plans to hold an open house as well as a kick-off to the Summer Reading program 7. See detailed notes for Jan./ Feb. programming reports. 8. The FY23 budget continues on track.

E. FY 2024 Final Budget Request. Tracie submitted an amended FY24 budget increasing the budget request by \$59.24 over the previous FY24 budget the Trustees approved in Jan. The difference is due to a discrepancy in the calculation of the new assistant position's salary. The Trustees unanimously approved the revised \$73,256.24 FY 24 budget request that will go to town meeting.

F. Lighting Upgrade: Judy reported on a Feb. 13 meeting of Tracie and Judy with

the Franklin County Vocational and Technical School electrician training department instructor Alec Jillson and 7 students. The Voc Tech department will be submitting a rough draft proposal to remodel the existing light fixtures in the whole library to provide a softer and dimmable lighting experience that will provide a wide-range of lighting levels. The proposal will also include other needed lighting improvements in the library. (See the attached meeting report for details.)

The Trustees now have two proposals for the lighting upgrade project: one from a local electrician/contractor and one (to come in) from the Voc Tech. Eli pointed out that each proposal offers unique solutions and neither completely addresses the library's Lighting Proposal Request for Quotes outline of what the library wanted to do. Since this is such a detailed issue, the Trustees voted to have a special Trustee in-person meeting on the Lighting Upgrade project on Thurs., Feb. 23 at 3 pm in the library. The meeting will provide an overview of the project and the proposals, and provide for community comment. The Trustees might vote on the path forward for the light upgrade project.

G. Library Use for Franklin County Meals Program Distribution. Lisa DeWitt contacted the library to see if the library refrigerator could be used to distribute free frozen meals in New Salem. There is no income or age limitation. Anyone can pick up a "grab and go" frozen meal during the library's normal business hours regardless of the need...for themselves or someone who is sick or in need of a meal. The Library staff will not be directly involved in the distribution. The Trustees voted to initiate a six-month trial period for the program. Lisa DeWitt, the program coordinator, will be solely responsible for all aspects of the program, including food safety, monitoring stock, and promoting the program.

H. Six-month Library Director Evaluation: Eli initiated a 6-month review of Tracie Shea, our new library director. Eli will interview staff and do the final interview with Tracie after the Trustees fill out the evaluation sheets. To calibrate the evaluation, the Trustees decided that 3 was the standard for what we would like our director to be on: "3. Consistently meets standards, occasionally exceeds."

Next Meetings:

Feb. 23, 3 pm in person in the library. This is a special information and public comment meeting on the Library Lighting Upgrade Project.

Mar. 9 Trustees' Zoom Meeting, 6:30 pm.