

New Salem Library Board of Trustees, June 14, 2022

Called to order 7:01 p.m. Adjourned: 8:03 p.m. Present: Linda Chatfield (Director); Trustees Eli MacCullagh and Judy Northup-Bennett; Marny Ashburne for the Friends group, and Mailande DeWitt.

A. Report from the Friends: Marny reported that the Friends will hold their Annual Meeting on Saturday with reading and an ice cream social.

B. Minutes: Last month and recent meeting minutes will be approved in July.

C. Director's Report. 1. Community Interaction and Circulation totals are held steady in May with 336 visits and a circulation of 784. Computer use was down. Attendance for in-person programs is down from the numbers we had with virtual programs. 2. The Summer Reading Program for children, teens and adults will start on Sat. June 25 with a program "Investigating Insects" put on by the Hitchcock Center. 3. Linda is still waiting to hear on the Lighting Upgrade electrician responses. 4. Linda reported that the budget is finishing the year on track. We will probably return ~\$1,000 to the town.

D. Town Meeting Report: Eli reported that the budget and the warrant article passed without any questions.

E. Director Job Description Update: The Trustees unanimously voted to update the Library Director job description to meet the MBLC requirements: The director should have a Professional or Subprofessional certificate of librarianship within one year of hiring.

F. Offer Letter Update: The offer letter was updated to change the vacation hours to 38 hours per year and to meet the MBLC requirements for certification.

G. Final Vote on Candidates: After a review of the two-hour deliberation meeting with the Search Committee last week, the Trustees continued to weigh the qualifications of the two candidates. There was a discussion on what a difficult decision this has been because of the strength of the two finalists. After thorough deliberation and consideration, the Trustees unanimously voted to offer the position to Tracie Shea of Hardwick, MA.

H. Process to Notify Candidates: Judy will call both Tracy and Ivan. She will also contact the town coordinator, Kathy O'Neil and treasurer, Gabrielle Voelcker to begin the paperwork once she hears back from Tracie.

I. New Trustee Search: Mailande DeWitt has agreed to join the Trustees. Linda will contact the town coordinator to arrange for an official Select Board appointment.

Future Trustee Meetings: Tuesday, July 26, 2022 at 7 pm.

(Linda will contact the MBLC to see if this meeting can be a ZOOM meeting. Judy requested that she give the MBLC feedback that we prefer the virtual meeting as we have more citizens in attendance.)