

New Salem Library Board of Trustees, January 19, 2023 Final

Called to order 7 pm Adjourned: 8:42 p.m. Present: Tracie Shea (Director), Marny Ashburne (Friends), and Eli MacCullagh, Judy Northup-Bennett, Mailande Dewitt (Trustees).

A. Report from the Friends: The first Reading Aloud for Grownups program was hybrid with 14 people attending in person. There will be two more in Feb. and Mar. The Friends will have two Gift Basket Drawings (for children and adults) in the library to celebrate Library Lovers' Month. To celebrate Poetry Month, the Friends are planning an April 11 event that will also honor Dorothy Johnson. Linda Chatfield has volunteered to oversee the garden maintenance.

B. Minutes: Minutes for the Dec. 13, 2022 meeting were approved unanimously.

C. Director's Report. (Complete report on file with minutes.) 1. Financial: The budget is on track for the year. 2. Maintenance: Tracie is monitoring a water leak in the Community Room. PVE inspected and cleared the heating unit drain. The projector was not damaged. Both exterior doors have been repaired and are no longer sticking. 3. Programming: The library has 2 programs scheduled for Jan. as well as weekly yoga classes in addition to Tuesday CNC Tales and Tunes with Katie and monthly book discussion group. The programs include: a Snow Flake and a Bark Basket Workshop 4. Tracie recommends the Trustees revisit our policies regarding "First Amendment Audits" and other possible disruptions to the library hours. She will bring the current policies to another meeting. 5. The Trustees approved Tracie's suggestions to have a trial period of free faxing and free black and white copying (up to 5 copies) at the library. Tracie will put out a donation box in place of fees. 6. Tracie gave a technology update as most of our tech hardware is due for replacement. She is planning to replace three staff computers in the FY2024 budget. She also will use FY23 money to add two laser printers and replace outdated tablets and kindles with one new tablet. In FY 2025 she recommends we upgrade existing printers and replace the two workstation computers.

D. FY 2024 Budget: The Trustees approved the FY 2024 budget proposal that Tracie presented. The FY 2024 proposed budget will now go to the town Finance Committee for review. It represents a 3 % increase over last year's budget.

E. Lighting Upgrade: The Trustees held a special meeting on Jan. 17 to receive a proposal from Larry Eaton and Al Olsen to upgrade the lighting in the Community Room and make other electrical improvements in the library. The meeting gave the Trustees a chance to question the contractors about their proposal, and

update the public on options for moving forward. Eli reported that the proposal departed from the project proposal given out to contractors but the Trustees would take the new proposal under consideration. The Trustees are anticipating another proposal.

Judy pointed out that there have been a lot of changes since the 2019 town appropriation for the Lighting Upgrade that should be reviewed to better determine the current electrical needs including: price increases; new library administration with fresh ways of looking at the library needs; as well as time to use the community room and library post-pandemic. She recommends that the Trustees and staff evaluate what the library needs are at this time and what we can get done with our 2019 appropriation. Eli acknowledged that there were problems at the meeting because of miscommunication with the nature of what the volunteer assignment was to pursue proposals and quotes for the upgrade. The Trustees agreed to have a Lighting Upgrade Informational Special Trustee Meeting within a few weeks. The meeting would present an overview of the project, what the Trustees anticipate the path forward is, and give the public time for input on what they would like to see happen with the lighting upgrade.

G. Annual Report: Trustees voted to accept the 2022 Annual Report as presented. They authorized Judy to complete any edits with Tracie and send the report to town coordinator Katy Neal.

H. Memorial Plaques: Judy reported that the project is coming in more expensive than anticipated. Ramona Hamblin and Mary Anne Palmieri continue to work on ways to do the project.

I. Town Elections: Two seats (Eli and Mailande) will be up for election in May...one is a one-year term and the other is a three-year term. Eli announced that he will not be running for reelection after completing his current 3-year term this spring.

Next Meeting: Thursday Feb. 16, 2023, 7 pm on Zoom.