



Manchester-By-The-Sea Meeting Posting

Notice of Public Meeting – (As required by M.G.L.Ch.30A §18-28)

Board/Committee: Library Board of Trustees

Day & Date: March 29th, 2023

Time: 12 PM

Location: In the Library and Virtual

Signature: David Lumsden, Acting Secretary

Join Zoom Meeting

<https://us06web.zoom.us/j/82358549350?pwd=M21OVGIIndVJ1Zy9rUzNCaHJ4TElMZz09>

Meeting ID: 823 5854 9350

Passcode: 503406

One tap mobile

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Draft Minutes

- I. **Open Meeting, Call to Order/Welcome:** Members Present: Ric Rogers, Chair; David Lumsden, Treasurer; Eden Davies, Secretary; Sara Collins, Director; Sheila Linehan, FOL President
- II. **Minutes of the February 15th meeting:** The minutes were unanimously approved.
- III. **Director's report:** We discussed and accepted Sara's report.
- IV. **Fin Com/Capital items, budget:** On February 16, the Finance Committee voted to approve our Library budget beginning July 1, 2023. Included in the capital portion was \$45,000 for the basement flooding remediation and an exterior generator. The CPC will match with another \$45,000, providing \$90,000 available for these two projects pending voter approval at the April Town meeting. The funds will be available for use after July 1, 2023.
- V. **MBLC construction grant, letter of intent review timeline:** The Trustees agreed unanimously to proceed with our Letter of Intent. Due April 28, 2023, and application for a State construction grant to expand our Library. Ric will meet with Greg Federspiel, Town Manager, to arrange the Select Board discussion and their required approval.

- VI. Building updates: ADA info Tetra, ref rm:** (1) We analyzed the Tetra Consultants placement recommendations for an ADA-approved bathroom, which, unfortunately, may displace more than 10% of our total Library materials if implemented. (2) The new sliding bookshelves for the reference room have arrived and are now in use. And the new chairs have been selected and ordered.
- VII. Staff shifts, timelines, posting, interviews:** Carol Bender will retire as our Children's Librarian in May after many years of service to our children and their parents. Sara has posted the position of Children's Librarian and is interviewing for a Director of Youth Service.
- VIII. Friends of Library- updates.** Sheila Linehan provided an update on the FOL annual book donations, collection, sale, and additional planned activities.
- IX. April events: Finalize National Library Week, Volunteer recognition:** Sara is seeking a location to celebrate our Library volunteers in April as part of the National Library Week.
- X. Director's Search discussion:** Ric has volunteered to lead the search for our new Library Director by forming a search committee. Sara recommended posting the job opening soon. Her retirement is early in October.
- XI. Next Meeting date/Adjournment:** The Trustees will meet at 1 PM on April 13 in the Library and virtually and then vote unanimously to adjourn the meeting.