



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: April 13th, 2023

Time: 1 PM

Location: Library hybrid

Acting Secretary: David Lumsden

Meeting Minutes

- I. **Call to Order: *Members Present:*** Ric Rogers, David Lumsden, Trustees; Sara Collins, Library Director; and Chuck Furlong, FOL. ***Absent:*** Eden Davies.
- II. **The minutes** of the March 29th meeting are not available.
- III. **Director's report:** Reviewed and Accepted. **A.** Sara and Ric expressed concern about individuals or groups meeting inside the library starting disruptive behavior. At our next Trustee meeting, we are all requested to research other libraries' policies and procedures for managing disruptive behavior and inappropriate use of Library facilities in preparation for adoption. **B.** Sara said that the recent Town Governance Report recommends that all committee minutes be available at Town Hall by five days after a meeting. David objected since all draft minutes (including these) are susceptible to errors and need full Committee review and edits. The Trustees should approve the minutes at their next public meeting.
- IV. **MBLCP Planning Grant:** Our Library expansion Letter of intent and Municipal Official approval Letter review and timeline. We discussed the draft Letter of Intent and adopted Ric's edits with minor changes. And we will request unanimous approval by the Select Board at their April 18th meeting. Debbie Powers, Town Admin, will prepare the municipal letter of endorsement. Sara will send the Letter of Intent and Select Board blessing through the State-sponsored Amplifund Grant Management software program by April 28.
- V. **Building updates. A.** Repairs are needed on the handicapped ramp handrail posts. Three or more posts' concrete and stone support is cracked and broken. Also, the blue stone walkway has failed in multiple locations. Both these weather-related problems have created

a hazardous situation requiring urgent attention. David has called Nate Desrosiers, Town Facilities Mgr. On Friday, April 14, Lori Dumont and David met with Mike McEachern, Stoneworks Construction Co., to discuss a restoration plan. Mike will send a proposal and estimate of repair to Sara. **B. HVAC Boiler problem.** One of our two boilers has a gas leak, and the DPW has shut it down until the Gas Company arrives to fix it. In the meantime, the second boiler supplies adequate heat to the building.

- VI. Job posting and interviews:** **A. Head of Youth Services hire pending;** Sara is conducting final interviews for the replacement Head of Youth Services. Sara will make the decision soon, with an early June starting date.
B. Library Director job posting; Ric is updating the Director's job description, which he will share with us. David suggested we consider a director with experience in Library renovation or construction projects.
- VII. April events: Volunteer Appreciation, National Library Week:** The Manchester Historical Museum will host the annual Library Volunteer Appreciation breakfast on April 26 between 8:30-10 AM.
- VIII. Friends of Library- update:** Chuck reported the FOL had scheduled three book donation dates between 9 AM to 12 Noon, Saturday, April 29, May 20, and June 10. The drop-off location will be the high school upper-level parking area.
- Library Director Search:** We agreed to form a Library Director Selection Committee with a maximum of nine members (is this too many? DL) consisting of three Library Trustees; the Director of a neighboring community Library; Greg Federspiel, Town Manager; Michellelee Maloney, Town Human Resources Director; Lori Dumont, Head of Circulation Services; One FOL member representative; One Select Board Representative (Chair?).
- IX. May Events: Carol Bender's retirement** party will be at the library on May 26 between 2:30-4:30 PM. Cookies and Tea will be available.
- X. Next Trustee meeting and place.** May 17th, 1 PM, Library. The Trustees unanimously voted to adjourn at 2:15 PM.