



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: May 17th, 2023

Time: 1 PM

Location: In Library and Virtual

Signature: David Lumsden, Acting Secretary

Join Zoom Meeting

<https://us06web.zoom.us/j/82358549350?pwd=M21OVGIIndVj1Zy9rUzNCaHJ4TElMz09>

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. Trustees: Sara Collins, Director; Sheila Linehan, FOL, Chair. **Absent:** Eden Davies.
- II. **Approval of Minutes of April 13th meeting-** Submitted by David and approved without changes by Trustee vote. Sara will file the authorized copy with the Town Hall.
- III. **Director's report:** Reviewed by Sara, discussed, and approved by Trustee vote.
- IV. **Meeting room policy:** Ric presented a draft of an Official Meeting Policy. After a brief discussion and some minor suggested changes, Ric agreed to revise portions of the policy and submit it for review at the next Trustee meeting.
- V. **Potential revisits to patron behavior policy inquiries for building access /behavior consequences revisions-** Ric presented a proposed draft of a new policy governing patron access, behavior, and the consequences of not following the library rules. A lively

discussion ensued around phraseology, intent, definitions, and interpretations. David insisted that any proposed Library policy stipulating the right to deny public building access to patrons or groups must first be reviewed and approved by the town's legal counsel before a Trustee vote. We all agreed that careful drafting and a well-balanced, moderate policy are essential. Ric decided to re-examine and revise his proposed draft for our next meeting.

- VI. MBLC construction: timeline, progress-** **April 28:** Sara completed and filed our Library construction *Letter of Intent* before the deadline through the AmpliFund Grant Management software system, along with a letter of unanimous support and signatures of the Select Board. **May 23:** Sara, Ric, Dave, and John Round are registered to attend the May 23 session of the *Mandatory Application Workshop* online for a Library construction standard grant. **June 7:** *Applifund Training for the Construction Grant Application*. Sara and Lori attend this training. **June 14:** Building Community support workshop. **May 31, 2024:** Completed Construction *Grant Application* due.
- VII. Building /grounds updates: walkway, basement, generator updates-** **A. Walkway:** David, Lori, Sara, and Nate Desrosiers, DPW, have met multiple times to define and limit the extent of the work necessary to ensure patron safety on the weather-damaged bluestone and handicapped handrails. David has been tasked with finding an expert/contractor to help with the assessment, remedy, and specs. **B. Basement flooding remediation:** Nate asked David to submit the specifications for review and editing. Nate will prepare a municipal bid request to a minimum of three State approved contractors for the job. Hopefully, the work will be completed by this fall. **C. Generator:** Nate will combine the approved Library and Town Hall generator purchases and installations into a single bid. Again, it should be completed and working by this fall season.
- VIII. Head of Youth Services: Open House, new hire-** **A.** Sara announced the hiring of Audrey Carman as our new Head of Youth Services. Her starting date is June 5. **B.** The Library will host an Open House and Thank You party celebrating Carol Bender's five excellent years of service to our community. Please plan to attend between 2:30-4:30 PM on Friday, May 26. Cookies, juice, tea, and coffee will be served.
- IX. Friends of Library- Book Sale drop-offs, update – A.** Sheila was delighted with the attendance at their annual Mtg. held at the community center on May 16. She hopes Friends will sponsor an author signing date when Jeff Denoncour's book is published. **B.** The next book collection date for the annual book sale will be Saturday, June 10, at the upper parking level of the MERHS. Drop-off time is 9 AM – 12 Noon. **C.** The FOL is planning a couple of fundraisers for the fall, including a coloring book sale.
- X. Director Search timeline check-in, committee progress-** It was noted that we have less than five months until Sara's retirement. And finding a worthy replacement will require

a lot of time and effort. Ric committed to begin immediately by posting the job opportunity at the MBLC job line and the School of Library and Information Science at Simmons University. Is there any other critical job posting websites for Library Directors? ALA JobLIST?

- XI. Next Trustee meeting and location:** 1 PM, June 8. The Trustee voted unanimously to adjourn the meeting.