



## 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:** June 8th, 2023

**Time:** 1 PM

**Location:** Inside 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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## Meeting Minutes

- I. **Open Meeting. Call to Order/Welcome:** Members present: Ric Rogers, Chair; David Lumsden, Trustee; Eden Davies, Trustee; Sara Collins, Director; Sheila Linehan, FOL President; John Round, Select Board Member.
- II. **Minutes of the May 17th meeting:** Submitted by David and approved without changes unanimously.
- III. **Director's report:** Reviewed by Sara and approved unanimously.
- IV. **MBLC construction: timeline, progress:** **1.** David contacted Mary E. Braney, an MBLC-highly recommended and experienced Consultant, to assist us with our Library addition planning process. Mary stated that she is available and willing to work with us despite the distance from her home in Spencer. The trustee agreed that David should invite Mary to our July Trustee meeting for an introductory consultation. **2.** Sara attended the MBLC Building and Construction Application training on **June 7**. And Sara, Dave, and Ric will attend the **June 14** online workshop on Building Community Support. **3. Library site visits by the Trustees are scheduled for Tuesday, June 20<sup>th</sup>.** Woburn Library in the morning and a small community new library renovation or addition in the afternoon, possibly Beverly Farms.

- V. Friends of Library- Book Sale drop-offs, fundraising updates, staff notes, etc. 1. June 10, 9-12 Noon,** is the last drop-off date for the FOL book donations. The location is the MERHS upper parking lot. The annual book sale will be held at the Library on **Sat. Aug. 5** as part of the Town Fair. **2.** Sheila proposed an Art Sale be displayed in the library during regular hours on Fri-Sun. **Oct. 20-22.** The FOL will select numerous local artists to exhibit their work. The Trustees assented.
- VI. Meeting room policy.** Ric presented his revised policy providing guidelines for groups wishing to gather in the library. A motion was made by Dave and seconded by Ric to adopt the new approach. The vote to approve was unanimous.
- VII. Revision to behavior protocol. 1.** Ric read his rewritten policy for acceptable behavior within the library grounds. David noted that this revision had been reviewed and approved by Town Counsel. Ric made a motion to adopt. Eden seconded, and the Trustees voted unanimously to approve. **2.** Ric also exhibited a “do not trespass” order which he and the Town Administrator will sign, prohibiting Library admittance to an anonymous loud, disruptive individual. This physical barring will remain for a “minimum of six months.” After that time, the individual may petition for re-admittance to the library.
- VIII. Building /grounds updates: walkway, basement, generator updates, HVAC, and attic cleanup. 1. Walkway.** David has requested walkway and handicapped ramp repair quotes from 3 contractors: Stoneworks Construction Co., Jeffreys Creek Land Contractors, and Ed Chavez L&P. Only Chavez L&P has provided a written quote. David will follow up with the Contractors again and send an email to Sara with the results. **2. Basement & Generator.** Nate Desrosiers, DPW Engineer, emailed the Board and Sara, stating that the required Town bids for these projects will be initiated in the fall. His reason is that several sizeable ongoing town construction projects have a higher priority and must be completed first. **3. HVAC** issues occurring. Cory is applying for grant money as one possible remedy. **4.** Cory is also slowly cleaning out the attic storage of unnecessary items.
- IX. Head of Youth Services: Welcome, Audrey.** Our new Head of Youth Services. Audrey Carman was introduced to the Trustees and John by Sara. All gave her a warm and hearty greeting from our little Library community.
- X. June events.** Sara provided her listing of Library meetings and projects for the month. Of note: Last month, there were 33 adult programs offered with 365 attending patrons. June looks equally promising for the rising popularity of this Library community service: many thanks, Maddy and Sara.
- XI. Director Search timeline check-in, committee progress.** Ric has led the search by working closely with Michelle Maloney, Manchester’s part-time Human Resources Manager, in posting the position for qualified candidates. By June 5<sup>th</sup>, we received seven applicants with the required MBLC certification and MLIS degree. Ric anticipates Michelle will schedule, and the Trustees will conduct first-round interviews with the candidates very soon via Zoom.
- XII. Next Trustee meeting and location.** It is scheduled for 1 PM, Thursday, July 20, on the Library grounds.
- XIII. Adjournment** Our thanks to John Round for his attendance and suggestions. There being no further business, the meeting was adjourned by unanimous consent.