



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: July 24th, 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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Approved Meeting Minutes

- I. **Open Meeting, Call to Order/Welcome:** Members present: Ric Rogers, Chair; David Lumsden, Trustee; Sara Collins, Director.
- II. **Accept minutes of June 8th:** Submitted by David and approved unanimously without changes.
- III. **Director's Report:** Reviewed and approved unanimously.
- IV. **Children's Room-animals, policy, practices:** Audrey detailed two recent incidents when non-service dogs in the library frightened young children. She requested that we enforce the current library policy on pets. The library policy is: *"No pets, except service animals, and Library programs with animals are allowed."* The Trustees expressed differing opinions on enforcing or changing the current library policy. We decided to poll the library staff and add Audrey's request to next month's agenda.
- V. **State reports:** Sara has completed and filed the State Annual Report Information Survey (ARIS). She has also committed to filing the State Financial Report for FY2024 before she retires. Thank you, Sara!
- VI. **Trustee opening:** We now have four excellent applicants for the one open Library Trustee position. The Select Board will consider our recommendation and vote to fill the vacancy on August 7th.

- VII. Building Consultant progress:** Mary Braney, Library Consultant, has submitted a price proposal of \$9000 to assist us with our library addition planning, program development, and grant proposal preparations. The Trustees agree that Mary is an excellent choice, and we look forward to collaborating with her. This week, Ric will present a summary of Mary's planned work to the Library Foundation and request their approval and payment for Mary's services.
- VIII. Director Search timeline check-in, committee progress:** On July 19th, Ric, Dave, and MichelleLee Maloney convened an Open Meeting and voted unanimously to move to Executive Session. We interviewed three candidates for the Library Director and will interview one more on Wednesday, July 27. We will conduct round two (skills) interviews on the week of August 7. The top two candidates will be invited to a third and final in-person interview with a selected panel of people during the week of August 14.
- IX. Building: Basement, walkway, restroom repairs:**
- IX.I Basement:** Nate Desrosiers, DPW Facilities Manager, is on paternity/vacation leave and may not return until this fall. Nate is responsible for providing State specifications and requesting competitive bids from state-approved contractors. He has asked us to be patient until his return for the completion of this project. The Town and CPC have authorized \$90,000 for the basement remediation and an exterior generator.
- IX.II Walkway:** Andrea Mainville, Procurement Officer, Town Hall, stated that "all municipal projects, starting at \$1, require prevailing wage". Alas, I will request our three Contractors, Stoneworks Landscaping, Jeffreys Creek, and Ed Chavez L&P, to resubmit their quotes for the bluestone walkway and wheelchair ramp railing support repairs.
- IX.III Restroom repairs:** The Library's public and staff bathrooms are unusable due to an old broken iron discharge pipe buried behind the building. Chuck Dam, PE, Public Works Director, estimates a temporary fix will cost \$7,200. Replacing the old iron pipe will cost much more in the long term. Sara has only \$4,600 available for repairs in the FY2024 budget. Chuck will meet with Greg Federspiel, Town Administrator, this week to request Town additional funding options to fix the bathrooms.
- X. Staffing:** No new staffing issues
- XI. Budget:**
- XI.I Children's Celebration:** The Trustees approved Sara's request to use a portion of the Ron Borel Trust fund to acquire twelve new Children's books and provide a special event on Aug. 11 at the Library. Beth Borel will help us honor her father, Ron Borel, Library benefactor. We will combine this celebration with our "End of Summer" children's readings and party.
- XI.II. Grants and Trust Funds:** Sara will list our current grants, Trust fund sources, and any designated specific purpose or program.
- XII. Friends of the Manchester Public Library updates:** Sheila Linehan, President of the FOL, was unavailable for today's meeting but provided her update last Thursday.
- XII.I. Aug. 5** is the annual Library book sale, a favorite portion of the Festival by the Sea.
- XII.II. Oct. 20, 21, 22. FOL Library Art Show.** Sheila encourages local artists to exhibit their works. Please get in touch with Sheila or a FOL member for additional information.
- XIII. Nest Trustee meeting date and location:**
- XIV. Adjournment:** The Trustees adjourned the meeting unanimously with no further business.