



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: August 10, 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=M21OVGIIndVj1Zy9rUzNCaHJ4TElMz09>

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; Sheila Linehan, President/FOL.
- II. **Accept minutes of July 13th and July 24th:** Submitted by David and approved unanimously without any changes. **Missing Minutes for Previous Meeting:** We will share the effort to comply with the Town Clerk's directive to complete all missing Committee meeting minutes from the previous three years. Ric will submit the Library Director Executive Sessions, which require notice to Town Hall for the Public Record and keeping a private record of the minutes. David will complete the Library Consultant Executive Session Meeting record and the two missing meeting minutes from the previous Trustee Secretary's absence.
- III. **Director's Report:** Sara presented her key activities from our July meeting to Aug. 8. Happily, we have 1097 subscribers to our Library Newsletter with an open rate of 97%. Amazing! The Trustees and Sara also agreed to combine this year's visit from benefactor Ron Borel's daughter, Beth, with the Children's Australian Didgeridoo entertainment show on Friday, Aug.11.
- IV. **Children's Room-animals, policy -staff recommendation:** A consensus of the library staff agreed that we should enforce our current Library policy and MGL, CH.272, Sec. 98A. with Library posting: *Service animals are allowed in Manchester Public Library. Pets are not allowed inside the library.* The Trustees agreed and voted unanimously to enforce our policy and the State law.

Sara asked that the effective enforcement date begin immediately after Labor Day to give the public sufficient notice.

- V. **State reports:** Sara completed the State required Annual Report Information Survey Report (ARIS) and the FY2024 State Financial Report early this year due to her pending retirement. Thank you, Sara!
- VI. **Trustee opening:** Michelle Langille has withdrawn her candidacy as a Trustee. The three candidates remaining for the single vacant position are Leslie Beatty, Sarah Davis, and John Huss. The Trustees agree that all three are accomplished, experienced, and fully capable in the role of Trustee. Assuming the current Trustees remain on the board, we also decided that a parent with young school-age children would help provide a better-balanced viewpoint of an evolving library's needs.
- VII. **Building Consultant progress:** On Aug. 7th Sara met with Mary Braney for one hour of questions and discussions helpful for Mary's strategy in gaining voter approval for expanding our beautiful tiny library.
- VIII. **MBLC construction: timeline, progress:** On Thursday, August 27th, the Manchester-by-the-Sea Public Library Foundation, Inc., chaired by Ed Stabler, voted to approve \$12,000 to engage Mary Braney, Library Consultant, to help aid in the strategic planning for a library addition, including property acquisition, voter support, and private, municipal, and state construction funding, advice, and assistance.
- IX. **Director Search timeline check-in, committee progress.** At 2 PM, Wednesday, Aug. 16th, the Library Trustees and staff, MichelleLee Maloney, our Town's Human Resources Director, and the LD Search Committee are invited to a skills and group interview with Cynthia Gemell, our finalist for the Library Director position. This will be a hybrid meeting held at Town Hall.
- X. **Building: sewer, walkway, basement.** Sewer: The sewer connection to Church St. should be completed today. A new dry well was dug inside the stone wall near Chapel Lane to accept the gutter downspouts and rain runoff. Walkway: we are waiting for one other bid. Justin Barr, Gloucester, and Stone Mason will view the project next week and provide a proposal. Basement and Generator: The DPW, Nate Desrosiers, has responsibility for requesting Massachusetts-required prevailing wage proposals to state-approved contractors and choosing a winning bidder. The Trustees have assisted by writing the basement remediation specifications and sending three competitive wage bids to Nate for review. The Town voters and CPC have approved \$90,000 for the basement remediation and the Generator project. Nate is expected back from paternity/vacation leave from work in September. Hopefully, this task will be his top priority.
- XI. **Staffing.** Nothing new to report.
- XII. **Budget:** We have an approved budget of \$4,500 for Library repairs during the current fiscal year. The DPW estimates the sewer line repair cost will be over \$7,200. And the walkway repairs will exceed \$2,000. We will appeal to the Town Manager for assistance with these unexpected but necessary health and safety repair costs.
- XIII. **Friends of the Manchester Public Library updates:** Sheila thanks the library staff and FOL volunteers for their assistance with the successful book sale, which resulted in over \$ 3,500 in profit. Sheila requests that this year's Library Wish List contain more explanation or justification for the need. The FOL-sponsored Art Show dates are Friday evening, Oct. 20, through Sunday, Oct. 22. The Friends hope for several corporate sponsors for this fundraiser.
- XIV. **Next Trustee Meeting:** 11:30 AM, Friday, Sept. 15.
- XV. **Meeting Adjourned:** 2:30 PM by unanimous consent.

