



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: September 15, 2023

Time: 1130 AM.

Location: In 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 MINUTES

- I. **Open Meeting, Call to Order/Welcome:** Members present: Ric Rogers, Chair; David Lumsden, Treasurer; Sarah Davis, Trustee; Sara Collins, Director. Absent: Sheila Linehan, FOL President.
- II. **Accept minutes of the August 10th meeting:** Submitted by David. A correction in the spelling of Sarah's name in Section VI was requested and noted. The corrected Minutes were then approved unanimously.
- III. **Director's Report:** Discussed and approved unanimously by the Trustees.
- IV. **Welcome the New Trustee:** Sarah Dunn Davis was warmly welcomed as a Select Board appointee upon the Trustees' recommendation. We also reviewed the Select Board's discussion on Sept. 5th on increasing the Library Trustee Membership. Unfortunately, the State guidelines only allow Library Trustee Boards to consist of a multiple of three members. Six, nine, or twelve Trustees would be an alternative to our current three members. The Select Board stated that finding sufficient townspeople willing to run for the additional elected positions would be too challenging. They suggested appointing advisory committees or hiring consultants for special projects.
- V. **Children's Room-animals, policy -staff recommendation relocation:** We reviewed the state and MPL policy prohibiting non-certified companion pets inside the library. The enforcement date

was initiated on Sept. 5 after public posting and notification in the Cricket Newspaper. Sara discussed a staff suggestion of a dog leash post outside the library in the front grass area, away from the children's entrance. A suitable location was not addressed.

- VI. **Building Consultant progress:** Mary Braney, our Library expansion building consultant, has had several conversations and an additional meeting with Sara to develop a Library survey. She has measured each room to improve the layout and space utilization. David asked that Mary copy all the Trustees with her correspondence and conclusions. We should also have a timeline, progress reports, and milestones for each state-building grant approval process step.
- VII. **New Director news:** Congratulations and Welcome to our new Library Director, Cynthia Gemmell. She was our top choice among several well-qualified candidates. And she was elected unanimously by the hiring committee. We all feel that Cynthia will be the perfect successor to our excellent Director of many years. Her start date will be Monday, October 2.
- VIII. **Building: yellow jackets, walkway, basement:** Yellowjackets. The children's entrance was closed and blocked off for several days. Advantage Pest Control sprayed and removed a nest of wasps above the library door. Walkway. According to Nate Desrosiers, DPW Engineer and Town Facilities Manager, Massachusetts Prevailing Wages (MPW) for projects costing over \$3000 are required. Thus far, the MPW quotes are Jeffreys Creek Landscaping, \$6025; Justin Barr Stonemasonry, LLC, \$6,700; Ed Chavez, L&P, waiting for a quote. Basement. Nate, I, and Erickson Foundations Solutions will meet on Sept. 28 to reassess the former project specifications and request a new quote using MPW standards.
- IX. **Staff: updates, calendar.** We bypassed it due to a prior discussion.
- X. **Budget: 1st quarter approach.** The Building repairs budget for the fiscal year is \$4,600. In the first quarter, we spent \$8,135.18 for the unanticipated sewer line collapse and repair work. Adding another expenditure of \$6K+ for the walkway repairs will produce a significant deficit in the library's repair budget. Greg Federspiel, Town Manager, advises seeking Finance Committee budget relief later in the fiscal year.
- XI. **Friends of the Manchester Public Library updates.** The FOL-sponsored Art Show inside the Library is scheduled for Friday evening, Oct. 20, through Sunday, Oct. 22. Local artists are encouraged to display their work. The FOL is also seeking Corporate sponsors for this fundraiser event.
- XII. **Sara's retirement celebration:** Ric outlined the anticipated expenses for Sara Collin's retirement party and catered barbeque planned for 2-4 PM on Friday, Sept. 29, on the library lawn. The well-advertised invitation is for the entire Town populace, former employees, and friends to celebrate Sara's 37 years at MPL. Attendance is expected to be significant, including State Senator Bruce Tarr. The cost estimate is approximately \$1350. The FOL voted to pay \$675. Rick motioned to allocate up to \$ 1,000 from the Winthrop Trust gift fund for additional celebration expenses. Sarah seconded. The motion was passed unanimously.
- XIII. **Next Trustee Meeting:** 11 AM, Friday, Oct 13th. Yikes!
- XIV. **Meeting Adjourned:** Ric's motion to close the meeting, seconded by Sarah, passed unanimously.