



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: October 13, 2023

Time: 1:00 pm

Location: Library and Virtual

Signature: Sarah Davis, Secretary

Join Zoom Meeting

<https://us06web.zoom.us/j/82358549350?pwd=M21OVGlndVJlZy9rUzNCaHJ4TElMZz09>

Meeting ID: 823 5854 9350

Passcode: 503406

One tap mobile

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Meeting Minutes

- I. Open Meeting; Call to Order:** The meeting was opened and called to order, with the following individuals present: Ric Rogers, Chair; David Lumsden, Treasurer and Acting Secretary; Sarah Davis, Trustee; Cynthia Gemmell, Director; and Sheila Linehan, President, Friends of the Manchester Public Library.
- II. Re-elect Trustee Board Officer Positions:** Following on the recent appointment of new Trustee Sarah Davis, an election was held resulting in the Trustees duly electing the following, effective immediately: David Lumsden as Chair; Ric Rogers as Treasurer; and Sarah Davis as Secretary.
- III. Minutes of the September 15, 2023 Trustees Meeting:** Reviewed and approved unanimously by the Trustees.
- IV. Director's Report:** Reviewed and approved unanimously by the Trustees.
- V. Building Consultant Progress, Focus Groups and Scheduling:** Mary Braney, consultant to the library for the Massachusetts Libraries Board of Library Commissioners (MBLC) grant, presented on the grant application process, including plans for upcoming focus groups, public forums, and surveys to solicit input from the community. Trustees discussed potential for establishing subcommittees to assist with the building expansion project, and decided to postpone further discussions on the topic until the focus groups and public forums are complete.
- VI. Children's Room; Animals (possible dog leash post and location):** Potential locations for the dog leash station were discussed, and considerations relating to distance from the

children's room were considered. It was decided that the Director would propose a final location after further considering Trustees' input.

- VII. Building: Walkway, Basement:** Discussed status of and plans for basement remediation and related funds need to address the situation. Discussed working with town employees and officials on replacing stones in the stone walkway.
- VIII. Staff Updates, Calendar:** Discussed recent employment-related updates. Discussed key upcoming dates, including building expansion project-related deadlines and events.
- IX. Budget:** Nothing new to report since previous meeting.
- X. Friends of the Manchester Public Library Updates:** Sheila Linehan, President of the Friends of the Manchester Public Library, presented on the 2023 art sale and reception, and upcoming programming sponsored by the Friends of the Manchester Public Library. The "library of things" was discussed, including patron reception of library and potential expansion of donations.
- XI. Adjournment; Next Meeting Date:** The Trustees unanimously approved the adjournment of the meeting, and scheduled the next meeting for 11:00 am on November 17, 2023.