



Manchester-By-The-Sea

Meeting Posting

Notice of Public Meeting – (As required by M.G.L.Ch.30A §18-25)

Board/Committee: Board of Library Trustees

Day & Date: Friday, January 9, 2026

Time: 11:00 AM

Location: Library, 15 Union St, and online via Zoom

MEETING MINUTES

Call to order

The Board of Library Trustees meeting was convened at 11:00 AM by Chair Sarah Davis. Attending were trustees Sarah Davis, David Lumsden, and Ric Rogers, along with Library Director Cynthia Gemmel and Chuck Furlong from the Friends of the Library.

Public comment period

There were no members of the public present or participating online for comments.

Library Director's report

Director Gemmel addressed Trustee inquiries regarding general operational issues outlined in the report, providing ongoing progress updates. Concerns regarding cyberattacks at other municipalities were reviewed in the context of library systems. Ms. Gemmel will meet with the town's IT provider to explore potential solutions for improving the library's IT security.

. Motion: David Lumsden moved to approve the Library Director's report. Ric Rogers seconded. The motion was unanimously approved.

Friends of the Library report

Chuck Furlong reported that the Friends of the Library are not currently actively pursuing funding or activity during a quiet time of year. Activity is expected to increase this spring.

Budget

Director Gemmel presented the library's budget for submission to the Finance Committee. She explained that her request to increase full-time staff hours from 33.5 to 35 hours was not recommended by the Town Administrator, but there remained an opportunity to review it in FinCom planning.

It was noted to the board that funding for the ADA bathroom renovation is included in the capital budget request. The Trustees discussed the importance of continuing to advocate for library needs while recognizing the challenging budget situation.

Old Business

Collection Development Policy Update

The trustees discussed proposed updates to the Collection Development policy, seeking to strike a balance between specificity and flexibility. The Director will review suggested edits for the next month's meeting.

Action plans FY26 and FY27

Director Gemmel informed the trustees that the action plans for FY26 and FY27 have already been submitted to and approved by the state as part of certification requirements. These plans are adaptable and can be updated as needed. Plans are designed to align with the fiscal year rather than the calendar year and are based on the library's strategy plan. that she plans to provide quarterly progress updates. She clarified that the plans should align with the fiscal year rather than the calendar year and are based on the library's strategic plan.

Calendar 2026

The Director noted that the calendar had been approved at the previous meeting.

Approval of minutes from previous meetings.

Motion: Ric Rogers moved to approve the minutes of the December meeting, as edited by Ric Rogers and Cynthia Gemmel, for submission by Dave Lumsden. David Lumsden seconded. The motion passed with Rogers and Lumsden voting in favor, and Davis abstaining.

Policy review: Internet Access/Computer Use

The trustees reviewed proposed updates to the Internet Access/Computer Use policy. Discussion centered on language regarding time limits for computer use and technical support. The trustees offered feedback on the policy language, and the Director agreed to include their suggestions and present a revised version at the next meeting.

Other business not anticipated by the Chair.

Director Gemmel announced that the library has received a portrait of Delucena L. Bingham, Jr., the first librarian of Manchester. The portrait, dating from around 1830-1840, was donated by Charlie Allen. The director shared that she had drafted a thank-you letter and mentioned they would need to decide where to display the portrait.

Confirm next meeting

The next meeting is scheduled for Friday, February 13, 2026, at 11:00 AM.

Motion to Adjourn

Motion: David Lumsden moved to adjourn the meeting. Ric Rogers seconded. The motion was approved unanimously.

Submitted by:

David Lumsden, Secretary