



MINUTES OF THE Library Board of Trustees

Meeting Date : Jan 20, 2022

Call to Order : 10:30am

PLACE : Meeting ID: 819 2585 8532

Passcode: 651736

One tap mobile

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<https://us02web.zoom.us/j/81925858532?pwd=VIBrNXJmUE9UMEdwakF3YjB2bU01Zz09>

PRESENT : Sara, Ric, Dave, Dot

OBSERVERS: Becky Baun, Friends president; Charlotte Minasian, library staff

- **Approved previous minutes of : Dec 16, 2021** – unanimously approved
- **Directors Report** - review/discussion - unanimously approved
- **Ongoing Business (current projects and/or activities)**

III Building update: Clock, ADA bathroom study, basement, water, electrical. The ADA study for a handicap bathroom. Tetra Tech has access to library blueprints from the Archives Room. Because of the surge in Covid they have put on site work on pause.

Electrical work/maintenance: Manchester Elec has updated the lights behind the stained glass window to LEDs; they replaced a fixture in the stacks that burned out frequently; they repaired outlets in the teen loft; installed wiring for the new water system. They are addressing (lack of) lighting in the fireplace alcove. Trustees discussed how lighting in the Reading Room, for the bookcases there, could be added. The dark paneling in the Reading Room has been an issue.

The tower clock: Nate has made a temporary fix using cedar shingles around the dial replacing the foam packing material. Nate created a quarter inch shift which released the hands. Dave reports on 2 proposals to remedy the hands on the clock sticking or catching in the VI position. One proposal involves removing the dial and taking it to Salem to build a collar around; estimated cost \$8,000.

The second proposal from Bill Bazel is 2 parts: first level the shaft that connects the clock works to the hands (it is currently on an angle). Estimated 2 – 3 hours work at \$200-300.

Second, Build a collar of AZAK around the dial, on site for less than \$2,000.

The trustees prefer Bill Bazel's solution not only because of the lesser amount but it seems everytime parts of the clock are removed, the dial moves slightly, causing another problem.

Ric moves to authorize Sara to spend up to \$2500 on Bill Bazel's proposal. The motion is unanimously approved. (Bill Bazel is local and works on the Historical Museum and Seaside One.)

The basement. Nate examined our current sump pump in the furnace room and determined it is 20 years old. A newer, modern sump pump will be more than sufficient to handle flooding in the basement. The issue is whether the fire door on the furnace room will keep water in the storage area from reaching the sump pump.

IV COVID updates : staff, public: The Covid surge over the holidays hit 7 staff with family exposures which affected scheduling and hours of operation.

V Grounds: Much tree trimming and removal was necessary after major wind storms. Becky and Carol (children's librarian) have ordered the story walk which the Friends are sponsoring. It is a large package and will be stored behind the library.

VI Friends report: Trustees and Friends board would like the joint meeting to be held in person so there is no date set as yet. The Friends have reached an agreement with the First Parish Church to store book donations in one of their classrooms. The Friends will hold book donation days, at the library, once a month, then transfer donations to the church school rooms. The goal is to avoid people dropping off books at the church office. Booksale is planned for August.

VII Tech updates: Website meeting inc updates: Charlotte reports on the timetable for the new website development from Stirling.

Feb 23, preview and staff training



Feb 24, 2 week revision period

March 17, soft launch

March 22, final product

VIII FY 23 budget: library budget is not on any review schedule yet. Trustees should be ready to attend on short notice.

IX Programs: Current, indoor /outdoor/virtual, meetings: programs are mainly held on Zoom except for take-home crafts. Manchester Reads will take place in April-May, hoping for outdoor meetings. The subject in Maine, fiction and non-fiction.

X 135th Anniversary projects: We still want to have a updated patio area outside the children's room to include lockers for patrons to pick up their books 24/7. Ric has taken on this project.

XI Wishlist for the Friends: Sara will send the trustees an updated wishlist.

XII Community Groups: library wants to partner with other libraries and community groups. The recent author talks, on Zoom, shared with other libraries was both well attended and a financial savings.

- **Set Next Trustee Meeting** - goal is 3rd Thurs of the month. **Feb 3, 2022, 10:30am for a review of library policies only. Feb 17, 10:30am for a regular trustee meeting.**
- **Adjourned** – 12:40pm

Respectfully submitted by Dorothy Sieradzki