

## LIBRARY BOARD OF DIRECTORS MEETING

### At the SALEM FREE PUBLIC LIBRARY

Tuesday, November 14, 2023 at: 6:00 PM

- **Present:** Alan Benkert, Julie Stoken, Mary Cikatz, Dee Doolittle, Maureen Collins, Heather Wilkey
    - Shannon Henson (Library Director)
    - (Incoming Library Board Member) Teresa Jorgensen
  - **Absent:** (Incoming Library Board Member) Kristin Kiczuk
  - **Guests:** Bart Drennen, Carl Nawrocki
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1. Call to Order at 6:02 PM
    - a. Pledge of Allegiance
    - b. Additions to the Agenda - none
    - c. Approval of the Agenda – **M/S, Dee/Julie to approve agenda 6/0**
  2. Public Comments/Correspondence
    - a. Mary has not received any
    - b. Welcome by Alan to our soon-to-be new board member Teresa
  3. Approval of Minutes of October 10, 2023 – **M/S, Julie/Dee to approve minutes as submitted 6/0**
  4. Reports of Board Officers
    - a. Chairperson – Alan Benkert
      - i. already welcomed new members, trying to make a smooth transition to the new board; spoke about extremely successful book sale
    - b. Secretary – Mary Cikatz
      - i. Passed around a list of library board members for members to check/update so that our contact information is correct
      - ii. Thanked Alan and Julie for their service to the board
    - c. Treasurer – Dee Doolittle
      - i. Explained to the new members what the Community Foundation fund is
      - ii. Spoke about how Bozrah pays a fee to use this library
      - iii. Additional monies to town hall from fines, etc. to report presented; \$427.00 to town this FY, \$2,665.00 available from Community Foundation – **M/S Maureen/Mary to approve report as submitted 6/0**
  5. Other Reports
    - a. Library Director– Shannon Henson
      - i. Talked about the programs at the library
      - ii. Storytime is going very well
      - iii. Knitters and quilters have their holiday items on display in the library for sale – funds go to the Friends of the Salem Library
      - iv. Collected books for the library/program prizes from the Salem Used Book Sale
      - v. Foot traffic is still great at the library
      - vi. Tech help is increasing in the library
    - b. Friends of the Salem Library (FOSL) – Carl Nawrocki
      - i. Book sale went very well! \$6,672.44 made! Guestimated that ~5,500 books were sold
      - ii. Several years ago, Salem helped to start a library in Franklin, and we asked them to come and take books for their library, which they did
      - iii. Books also donated to Ron LaBonte for the federal prison system
      - iv. Will eventually donate remaining Large Print books to the veterans
  6. Unfinished Business
    - a. Publication of approved Bylaws and Policies
      - i. Shannon had asked that this be on the agenda so that the board approves when these should be published

1. Policies have been posted on the library website
  2. Noticed that other boards in town did not have their by-laws on the website, but that our old by-laws were on the town site
    - a. Julie will check with town clerk, and let me know where it will be – if there is more than one choice, the board can decide
    - b. Consensus to put them on the town site in an appropriate place, and easy to find
  - b. Approval of Orientation Packet
    - i. Mary issued a heart-felt thank you to Julie and the committee for all of their hard work. This is a very useful piece of information.
    - ii. Packets were distributed by Dee
    - iii. We put this together to help the library board do their jobs better - it is a working document that can be added to/updated at any time
    - iv. Policies are online, but this entire packet will not be put online in its entirety
    - v. **M/S Mary/Dee to approve this packet, 6/0 approved, and distributed**
  - c. Discussion of slate of officers for the new library board to be seated December, 2023
    - i. The new board will elect the officers at the December meeting
    - ii. Mary has proposed Dee to take on the position of Chairperson, with Maureen and Julie agreeing
    - iii. Mary has agreed to continue on as recording secretary for the upcoming term
    - iv. Current treasurer is Dee, which needs to be passed on to a new board member, who has with a familiarity with Excel spreadsheets
    - v. Heather asked to bring this up in December, and will discuss with Kristin and Teresa
    - vi. Alan asked if there are any other names – proposed that slate of officers be recommended at the December meeting, **M/S Dee/Maureen to approve slate 6/0**
      1. Chairperson – Dee Doolittle
      2. Recording Secretary – Mary Cikatz
      3. Treasurer - TBD
7. New Business
- a. Discussion of dates for 2024 board meetings
    - i. Change of date of the proposed April 9<sup>th</sup> meeting to the 16<sup>th</sup> – will be voted on at the December meeting and then filed with town hall
8. Agenda Items for Next Regular Board Meeting
- a. Friends would like to do a full presentation of what they do, besides just have a book sale
  - b. Vote on the calendar for the 2024 meetings
  - c. Election of officers
9. Adjournment – **M/S to adjourn Maureen/Dee at 6:50 PM. Approved 6/0**

Respectfully submitted,

Mary Cikatz, Recording Secretary

NEXT MEETING: Tuesday, December 12, 2023 at 6:00 PM