

Minutes of the LIBRARY BOARD OF DIRECTORS MEETING

At the SALEM FREE PUBLIC LIBRARY

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

- **Present:** Mary Cikatz, Dee Doolittle, Maureen Collins, Heather Wilkey, Kristin Kiczuk, Teresa Jorgensen
 - **Absent:** Shannon Henson (Library Director) – illness
 - **Guests:** Bart Drennen, Kevin Lyden, Molly Jeanne Jorgensen with her mom
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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 Maureen, Dee, 6-0 approved**
 2. Public Comments/Correspondence
 - a. Informational correspondence from Community Foundation of Eastern CT, and the ACLB – left out for members to peruse
 3. Approval of Minutes of November 14, 2023 – **M/S Dee, Maureen to approve as written 6/0**
 4. Election of New Officers – moved up from item 7a
 - a. Slate of officers nominated at November meeting are: Dee Doolittle (chair), Mary Cikatz (recording secretary) and TBD (treasurer) – Dee explained that no money is handled by the board treasurer; Kevin explained some of the items listed on the treasurer’s report, such as the Bozrah tuition, for informational purposes
 - i. **M/S to approve slate as nominated, Heather, Maureen to approve 6/0 – treasurer will be determined at a later date (Dee will continue until position filled)**
 5. Reports of Board Officers
 - a. Chairperson – Dee Doolittle reported nothing
 - b. Secretary – Mary Cikatz reported nothing
 - c. Treasurer – from Dee Doolittle - Community Foundation balance available for distribution is \$2,665.00; YTD revenue turned over to town is \$427.00, with no deposits turned over in November
 - i. **M/S Mary/ Heather 6/0 to accept report**
 6. Other Reports
 - a. Library Director– Shannon Henson – absent due to ear infection; left written librarian’s report
 - i. Starting to work on 2024-25 operating budget; very successful evacuation practice with pre-K from the Salem School to the library; new time clocks installed in the library; two printers need to be replaced in the library; patron count for November of 1,061, with tech help count of 30
 - ii. Mary Cikatz mentioned how beautiful the harpist concert was on December 2nd
 - b. Friends of the Salem Library (FOSL) – Bart Drennen (see new business, item #8a)
 7. Unfinished Business
 - a. Election of New Officers (see item #4a)
 - b. Approval of dates for 2024 board meetings – dates were discussed at the November meeting and adjusted accordingly – **M/S Heather, Maureen to accept 6/0**

8. New Business
 - a. Presentation by Friends of the Salem Library – Bart Drennen, Treasurer of the Friends
 - i. Wanted to give background of who they are, and what they do
 - ii. Average direct support to the library of \$15,000 per year
 - iii. Largest percentage of revenue comes from book sales
9. Agenda Items for Next Regular Board Meeting
 - a. Discussion about “give a book/take a book” kiosks around town
 - b. Election of new treasurer for the board
 - c. Liasson needed from the library board to the Friends of the Library – Dee is the current one
10. Adjournment at **M/S Heather, Teresa to adjourn at 6:48 PM.**

Respectfully submitted,

Mary Cikatz, Recording Secretary

NEXT MEETING: Tuesday, January 9, 2024 at 6:00 PM