

Minutes of the LIBRARY BOARD OF DIRECTORS SPECIAL MEETING

At the SALEM FREE PUBLIC LIBRARY

Tuesday, February 20, 2024 at: 6:00 PM

- **Present:** Mary Cikat, Dee Doolittle, Maureen Collins, Heather Wilkey, Kristin Kiczuk, Teresa Jorgensen
 - Shannon Henson – Library Director
- **Absent:** none
- **Guests:** Carl Nawrocki

1. Call to Order at 6:02 PM
 - a. Pledge of Allegiance
 - b. Approval of the Agenda – **M/S to approve as written - Teresa/Maureen – 6/0**
2. Public Comments/Correspondence - none
3. Approval of Minutes of Special Meeting on January 23, 2024
 - a. Amend (wording in red font) the treasurer's line item (4c) to say "funds are now being held by a different firm, and when the transfer **is complete, a report will come out**" – **M/S to approve as amended – Dee/Maureen – 6/0**
4. Reports of Board Officers
 - a. Chairperson - nothing
 - b. Secretary - nothing
 - c. Treasurer – Dee working with Kristin to complete the turnover of the treasurer's duties
 - i. No deposits to town since last report of \$630.61 deposit
 - ii. Last statement from Community Foundation – ending fund balance of \$33,799.93. Disbursement amount available has been increased to \$4,133.60. Shannon may use this funding to replace flooring in the children's room.
 - iii. Teresa asked if Bozrah tuition has been received for upcoming year. Tuition letter is being drafted by First Selectman's office, since a slight increase is being asked.
 - iv. **M/S - Heather/Teresa to accept treasurer's report – 6/0**
5. Other Reports
 - a. Library Director– Shannon Henson
 - i. Small discussion about having a guest pass, instead of a library card to take out library materials.
 - ii. Huge increase in the number of programs in the past year
 - iii. Successful program (49 attendees) for gardening program!
 - iv. Patron count for January – 1,010; Tech Help – 26
 - v. Weeding class for how to weed books from the library being offered by CT State Library – hopefully, all the staff can attend
 - vi. Got approval from town hall to have a staff meeting for the library staff – Carl offered for the Friends to pay to provide a meal for the staff
 - b. Friends of the Salem Library (FOSL) – Carl Nawrocki
 - i. Book sorting this coming Wednesday the 28th at the library
 - ii. Monday, March 4th is quarterly Friends' Meeting at 6 PM – working on the plant sale with Cottage Gardens, who provides a lot of the plants

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Shannon Henson

- iii. Well ahead in the income this year, as money had been put aside to equip the old library which was supposed to be operational last May – directed that money to more programs
6. Unfinished Business
- a. Discussion about “give a book/take a book” kiosks around town (tabled from last meeting)
 - i. Heather said there is a program from the state that offers kiosks to install; possibly build with extra lumber; same thing as a “free library” – possibly around campgrounds, playgrounds, etc. Friends give extra kids books to the two day care institutions in town, and the children’s dentist in Bozrah – possibly form a committee with Friends members to discuss the feasibility – Carl has put it on the agenda for the March Friends meeting
 - ii. Littlefreelibrary.org for further information
 - b. Discussion about what the board wants/needs to work on this year (tabled from last meeting)
 - i. Shannon asked that the board continue to support staff salaries/hours at the Board of Finance meetings
 - 1. Have more story time sessions, which requires more staffing
 - 2. Library needs another full-time staff member – Shannon is the only full-time member
7. New Business
- a. Discussion about salary proposals – Dee has put together a letter to go to the Boards of Selectman and Finance, regarding the need for a better raise for Shannon – her raise last year was an increase of 0.4%. – Letter includes a chart of the salaries for other library directors in the area, with a bottom line of Shannon doing the work of 3 full time people and getting the lowest salary. Dee says it’s important that this issue needs to change, and even if it doesn’t change, the board needs to go on record to support this. Letter was signed by all 6 board members! Dee will read it into the public record at the meetings.
8. Agenda Items for Next Regular Board Meeting
- a. Continue discussion about “free library”
9. Adjournment at 7:05 PM – **M/S Mary/Heather**

Respectfully submitted,

Mary Cikatz, Recording Secretary

NEXT MEETING: Tuesday, March 12, 2024 at 6:00 PM