

Minutes of the SPECIAL MEETING OF THE LIBRARY BOARD OF DIRECTORS

At the SALEM FREE PUBLIC LIBRARY

Tuesday, January 23, 2024 at: 6:00 PM

- **Present:** Mary Cikatz, Dee Doolittle, Maureen Collins, Kristin Kiczuk, Teresa Jorgensen
 - Shannon Henson – Library Director
- **Absent:** Heather Wilkey
- **Guests:** Carl Nawrocki, Bart Drennan, Kevin Lyden

1. Call to Order at 6:01 PM
 - a. Pledge of Allegiance
 - b. Approval of the Agenda – **M/S Teresa, Maureen to approve agenda as written, 5/0 approved**
2. Public Comments/Correspondence
 - a. No correspondence as of 01/22/24
 - b. No public comments
3. Approval of Minutes of December 12, 2023 – **M/s Maureen, Teresa to approve minutes as written, 5/0 approved**
4. Reports of Board Officers
 - a. Chairperson - nothing
 - b. Secretary - nothing
 - c. Treasurer – total deposits this FY to town hall of \$630.61. Still waiting for Community Foundation to update their statement to date – funds are now being held by a different firm, and when the transfer – **M/S, Mary, Teresa to accept treasurer's report, 5/0 approved**
5. Other Reports
 - a. Library Director– Shannon Henson
 - i. Programs in December, holiday party harpist was outstanding
 - ii. Had issues with phone system which took 2 weeks to fix
 - iii. Teresa asked if numbers for programs be compared to those from last years – Shannon will do that
 - b. Friends of the Salem Library (FOSL) – Carl Nawrocki –
 - i. Quilters and Knitters –sales brought in \$1080.00 from knitters and \$1600.00 from quilters
 - ii. Planning spring plant sale – working with Cottage Gardens in Colchester to obtain plants, herbs, plants – they are a business that works with the disabled
 - iii. Carl, Bart, Dee, the Lions, and the Seniors met with non-profits to get more communication and cooperation within all the non-profit groups in town – Carl will be trying to get Economic Development Commission in town involved – wants to develop one central place together for all events – Kevin said that any community groups (non-political or non-religious) can put information on the town website
6. Unfinished Business

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Shannon Henson

- a. Election of treasurer for library board – Kristin will meet with Dee and work on the transition from Excel to Sheets to take over – **M/S Teresa, Mary to elect Kristin as treasurer, 5/0 approved**
- 7. New Business
 - a. Discussion of the 2024-2025 library budget
 - i. Shannon went through the proposed budget with the board
 - ii. Teresa asked about conferences and who to send – staff are sent to various conferences/workshops, many of which are free
 - iii. Very well prepared (by Kevin) – **M/S Maureen, Dee to accept library budget as submitted, 5/0 approved**
 - iv. Shannon will be working on the staff salaries once the budget itself has been approved
 - v. Budget will be presented to the Board of Finance on February 22, 2024 at 7 PM in conference room #1
 - vi. Salaries will be presented to Boff on March 14, 2024
 - b. Discussion about “give a book/take a book” kiosks – **M/S to table until next month Dee/Maureen – 5/0 to table**
 - c. Liasson needed from the library board to the Friends of the Library – Teresa has volunteered to be the liaison
 - d. Discussion about what the board wants/needs to work on this year – **M/S to table to next month Mary/Dee – 5/0 to table**
- 8. Agenda Items for Next Regular Board Meeting
 - a. The two tabled items from above (7b and 7d)
- 9. Adjournment at 6: 37 PM - **M/S Mary, Dee to adjourn – 5/0 approved**

Respectfully submitted,

Mary Cikatz, Recording Secretary

NEXT MEETING: Tuesday, February 13, 2024 at 6:00 PM