

Minutes of the LIBRARY BOARD OF DIRECTORS MEETING

At the SALEM FREE PUBLIC LIBRARY

Tuesday, July 11, 2023 at: 6:00 PM

- **Present:** Diane Robillard (chair), Alan Benkert, Julie Stoken, Mary Cikatz, Dee Doolittle, Maureen Collins
 - Shannon Henson (Library Director)
- **Absent:** none
- **Guests:** Carl Nawrocki, Bart Drennan, Kevin Lyden (arrived at 6:15 PM)

1. Call to Order at 6:00 PM by Diane Robillard
 - a. Pledge of Allegiance
 - b. Additions to the Agenda - Discussion of dissolution of bylaws and policies committees (added to unfinished business)
2. Public Comments/Correspondence - none
3. Approval of Minutes of June 13, 2023 – **M/S Alan/Dee, approved as written 6/0**
4. Reports of Board Officers
 - a. Chairperson – Diane Robillard
 - i. Diane and Shannon met with Ed Chmielewski about approval of the library policies/bylaws, the paperwork has been forwarded on for approval, but nothing so far
 - ii. Ed feels the library board is doing a good job
 - iii. Diane has done follow-up research about the CT Library Board Association; has sent an email asking for more information; board membership is \$100/year or individual for \$35/year; they offer education thru webinars; discussion about who would pay for this, if we choose to do it
 - iv. CT Public Library Trustee Handbook available online from the ACLB, and Diane suggests that each board member take a section of the handbook (available online) and report back to the board; Alan is familiar with handbook and says each individual town does things differently and that a lot of the info inside it doesn't apply to the way the town of Salem run its library; advise to tread cautiously; we are technically not trustees; couldn't hurt to look thru it; website link for the handbook is (www.aclb.wildapricot.org) **Motion by Diane to review the handbook – M/S Diane, Alan – approved 6/0**
 - b. Secretary – Mary Cikatz - nothing
 - c. Treasurer – Dee Doolittle
 - i. Community Foundation fund has been up for 3 months in a row; \$994.15 came into the library for fiscal year 22-23; awaiting amount for Bozrah tuition for this fiscal year (library board does not decide what this amount will be)
5. Other Reports

- a. Library Director– Shannon Henson
 - i. Compost bin raffle was really popular
 - ii. Has reached out to the Dinosaur Park for a donation of passes and was given 4 passes for the Summer Reading program
 - iii. Book challenge in the Old Lyme library about having a book removed; keeping an eye on it; we do have a policy in effect about book challenges; has spoken to First Selectman about how to handle a possible challenge
 - iv. Good patron count for June – just over 1,000
 - v. Friends have purchased a new TV for behind the circulation desk for presenting information about the various programs available at the library
 - b. Friends of the Salem Library (FOSL) – Carl Nawrocki
 - i. Book collection is in progress - picking up in Old Lyme from their elephant sale – preparing for Lions’ Club sale
6. Unfinished Business
- a. Discussion of dissolution of bylaws and policies committees – we no longer need the committees; if the proposed bylaws and policies come back from the lawyers with suggested changes, we can do that at a meeting; **M/S Alan/Maureen to dissolve the two committees – 6/0 approved**
7. New Business
- a. Formation of Library Procedure Committee – Diane has asked that a procedure committee be formed to help Shannon with helping put together the various procedures; Dee mentioned that while the policy committee was working, they came up with some procedures as well; Dee will forward them to Shannon; hold off on forming an official committee
8. Agenda Items for Next Regular Board Meeting – nothing new at this time
9. Adjournment at 6:47 PM by Diane Robillard

Respectfully submitted,

Mary Cikatz, Secretary

NEXT MEETING: Tuesday, August 8, 2023 at 6:00 PM