

Minutes of the LIBRARY BOARD OF DIRECTORS MEETING

At the SALEM FREE PUBLIC LIBRARY

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

- **Present:** Alan Benkert, Julie Stoken, Mary Cikatz, Dee Doolittle
 - Shannon Henson (Library Director)
 - **Absent:** Maureen Collins
 - **Guests:** Diane Robillard, Heather Wilkey, Flora Drapeau, Carl Nawrocki, Kevin Lyden
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1. Call to Order by Secretary at 6:10 PM
 - a. Pledge of Allegiance
 - b. Additions to the Agenda – **M/S Dee/Alan to approve agenda with addition below**
 - i. Discussion/Vote on RTC endorsement for vacant seat on the library board to become item # 7, b, i
 2. Public Comments/Correspondence
 - a. Thank you from Diane to the board for great job done, and how much work we've accomplished
 - b. From Carl – Diane's chairmanship has been the best he's observed over all his years with the library
 - c. Kevin wants Diane to become a consultant on how to chair a meeting
 3. Approval of Minutes of August 8, 2023 – **M/S Alan/Julie to accept as written**
 4. Reports of Board Officers
 - a. Secretary – Mary Cikatz
 - i. Recognition of resignation of Diane Robillard from library board – flowers were present to Diane
 - ii. Election of temporary chair (moved up from new business – 7a) – **M/S Mary/Julie for Alan Benkert to take over until December elections**
 - b. Chairperson – Temporary Chair – no report from Alan, other than to say he'll move the meetings along until the new board is seated in December
 - c. Treasurer – Dee Doolittle – no deposits in the past month, Community Foundation is pretty stable at this point (no written report)
 5. Other Reports
 - a. Library Director– Shannon Henson
 - i. Overview of summer reading program with 123 registering and 104 participating – both staff and patrons said this was the best summer reading program ever
 - ii. Compost bin raffle has been a tremendous success
 - iii. Patron count a bit over 1,200 for the month – library is starting to keep numbers on how many people need tech help
 - iv. Town crew has completed interior repairs to library
 - b. Friends of the Salem Library (FOSL) – Carl Nawrocki
 - i. Mini book sale during Lion's Tag Sale brought in about \$670 – may not do a Sunday sale next year as very little was sold that day
 - ii. Will be looking for truckers for the October sale as Bill Martin has taken ill – will try to bring books in on Thursday instead of Friday which would help

6. Unfinished Business
 - a. Update on bylaws and policies review by town attorney
 - i. Attorney has gotten back with a few changes – will be zooming with her on this Thursday with a few questions – Mary will then send them out to the board members for final approval at the October meeting
7. New Business
 - a. Voting on Temporary Chair for Library Board (see #4, a, ii above)
 - b. Discussion @ RTC endorsement for Diane's replacement – Heather Wilkey
 - i. Gave us a brief history of herself, positive endorsement from Kevin Lyden to approve her as a board member – **M/S Dee/Julie to approve her seat on the board - approved** – she needs to get sworn in to become a voting member for the next meeting
 - c. Assessment Tools results
 - i. Alan gave brief history of what this is – how well we think we feel as a library board we are working – basically, an orientation packet needs to be put together for new members, and questioning a mission statement, which we do have in the policies
 - d. Orientation committee report
 - i. Julie explained what the committee (Julie, Maureen and Dee) put together, and at the October meeting, it will be discussed – packet will include policies, procedures, bylaws, contacts of other board members
 - e. Follow-up with Dress Code policy
 - i. Shannon reached out to Uncas Health about toddlers coming in with no shoes on, and the safety issues involved – they have nothing to do with it – Kevin Lyden thinks it's not unreasonable to put a sign being put on the door, and to ask parents to keep shoes on their children for their safety
8. Agenda Items for Next Regular Board Meeting
 - a. Orientation committee report
 - b. Finalizing the policies and bylaws
 - c. Continue with the ACL discussion
9. Adjournment at **M/S Julie/Dee to adjourn at 6:50 PM.**

Respectfully submitted,

Mary Cikatz, Secretary

NEXT MEETING: Tuesday, October 10, 2023 at 6:00 PM