

Minutes of the Special Meeting of the LIBRARY BOARD OF DIRECTORS

At the SALEM FREE PUBLIC LIBRARY

Tuesday, May 16, 2023 at: 6:00 PM

- **Present:** Diane Robillard (chair), Alan Benkert, Julie Stoken, Mary Cikatz, Maureen Collins, Dee Doolittle (arrived late)
 - Shannon Henson (Library Director)
 - **Absent:** none
 - **Guests:** Carl Nawrocki, Bart Drennen, Kevin Lyden
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1. Call to Order at 6:01
 - a. Pledge of Allegiance
 2. Public Comments/Correspondence - none
 3. Approval of Minutes of April 18, 2023 – **M/S Alan/Julie to approve minutes as written 5/0** (as Dee had not arrived yet)
 4. Reports of Board Officers
 - a. Chairperson – Diane Robillard
 - i. mail from Compass Points
 - ii. received newsletter from CT Assoc of Library Boards – lots of good information – Diane will research it, and see if it's worth joining – Carl said the organization is struggling now – some grants are available
 - iii. Shannon is working on another article for OurTown - Salem
 - b. Secretary – Mary Cikatz - nothing
 - c. Treasurer – Dee Doolittle
 - i. Community foundation bottom line looking much better - \$2,665.00
 5. Other Reports
 - a. Library Director– Shannon Henson
 - i. Distributed planting kits for Earth Day
 - ii. Spoke of the other activities that the library has sponsored
 - iii. Parenting section is now in the children's section – may be moved to adult non-fiction if they don't circulate well from there
 - iv. Several events planned for the summer
 - v. New display case for new books has arrived – looks great
 - vi. April patron count of 908 – is going up!
 - vii. Budget passed with no cuts to the library operating budget
 - b. Friends of the Salem Library (FOSL) – Carl Nawrocki/Bart Drennen
 - i. Plant sale was very successful - \$2,846.86
 - ii. Waterford library book sale will be donating left over books from their book sale this upcoming weekend
 - iii. Will hand out summer reading program at the Memorial Day parade Friends table

- iv. Bart went over the 23/24 Friends budget. **M/S Dee/Mary to accept \$15,000 from the Friends for the library's programs – 6/0 approved**
 - v. Jane Coffee is new membership chair, and Teri Natoli is new recording secretary
- 6. Unfinished Business
 - a. Policy Committee Update
 - i. Brought up each of the policies on the board to show what edits had been made – the document type, policy number and date approved by town hall will be removed from each policy – remaining edits were very minor
 - ii. Shannon asked that the last bullet (applying for a library card online) be removed from the materials lending policy as they no longer offer that service
 - iii. Discussion led by Kevin Lyden about the meeting room policy regarding keeping the use of the meeting rooms a closed forum – decided that the town attorney, upon review of the policy, can let the library board know what it needs to add/delete from the policy submitted
 - iv. **M/S to accept the policies as revised and presented, including removal of bullet stated in 6.a.ii – Maureen/Alan – 6/0 approved**
 - b. Bylaw Committee Update – met with Pam Munro, taking her edits and making a few changes to the bylaws – revised document will be reviewed at the next library board meeting - **M/S to do this next month Diane/Mary 6/0**
- 7. New Business – none
- 8. Agenda Items for Next Regular Board Meeting – June 13, 2023 – none at the present time
- 9. Adjournment at 6:56 PM.

NEXT MEETING: Tuesday, June 13, 2023 at 6:00 PM

Respectfully submitted,

Mary Cikatz, Recording Secretary