

## Gwen Lay Sabbagh - Clerk (X3030)

**From:** Yvonne Cosgrove <[REDACTED]>  
**Sent:** Saturday, June 15, 2024 3:23 PM  
**To:** Gwen Lay Sabbagh - Clerk (X3030)  
**Subject:** Approved Library trustees meeting minutes 5/8/24

May 8, 2024

### MERRIMAC PUBLIC LIBRARY TRUSTEES' MEETING

Attending: Susan, Pat, Jen, Yvonne

Staff: Aila Colburn (director), Patti Olds, Tracy Shaw

- A motion was made by Jen, seconded by Pat to accept the minutes from 4/25/24 special meeting and 4/10/24 trustees' meeting. This was unanimously approved.
- Trustees discussed the election of officers to the Board. Yvonne recommended that we wait until a full board is present to elect officers.
- Aila provided the trustees with information about the Hoyt and Library Book Funds, reiterating that only the interest could be used.
- Aila requested that each staff member spend \$6000 for materials specific to the category that they've been assigned.
- Water damage at the side of the building near the special collections' room will be repaired by Waterhouse Builders. Funds for this repair will be taken from a special article, rather than from the library budget.
- Eight applications have come in for the 24-hour position (part-time benefits). Three interviews have been scheduled. Two applications have been received for the 19-hour position (no benefits). Aila will fill the 24-hour position first.
- The June sixth court date has been canceled. We await further information.
- Tracy reported on spring programming. She has finished scheduling and has three events per week for seven weeks. Book club members met for dinner. She continues to have new members.
- Trustees and staff discussed hanging the Pride Flag. There are no specific programs scheduled, but books will be available at the Childrens, YA, and Adult rooms for the month of June. Gender pins will be available in the YA room and at the desk. Jenn suggested that the staff be ready for push-back from patrons with differing views and recommended a signed statement from the board to support an inclusive setting within the library. If push-back occurs, it is recommended that Aila record the specifics and tell patrons that a trustee will get back to them. A motion was made by Jen, seconded by Susan, and approved by a vote of three to four to display the Pride banner inside the library. The staff will determine where the banner will be hung.

- Aila distributed a draft of a new policy statement for library displays. The word 'holiday' was omitted from the new policy. Susan made a motion to accept the new policy and put it on the library website, which was seconded by Pat, and unanimously approved.
- Aila is watching the budget carefully, as is Carole at Town Hall. She would like to purchase passes for the whole year for the Boston Children's Museum. There is a need to promote the passes if we purchase them.
- Pat reviewed items from the director's contract. There is a six-month probationary period, a 35-hour work week, and the Director is expected to keep track of comp time. Jen suggested talking with directors in Under Tens regarding comp time. The contract will be finalized in June.
- The next trustees' meeting is scheduled for June 12 at 5:30 p.m.
- Respectfully submitted,
- Yvonne Cosgrove, Secretary