

**Gwen Lay Sabbagh - Clerk (X3030)**

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**From:** Yvonne Cosgrove ~~g.l.sabbagh@cityofmerrimac.com~~  
**Sent:** Wednesday, May 15, 2024 6:06 PM  
**To:** Gwen Lay Sabbagh - Clerk (X3030)  
**Subject:** Approved minutes from 4/10/24 trustees' meeting

**April 10, 2024**

**MERRIMAC PUBLIC LIBRARY TRUSTEES' MEETING**

**Attending:**

**Trustees-** Susan Coburn, Pat Adams, Maripaul McGinn, Jen Brown, Yvonne Cosgrove

**Staff-** Aila Colburn, Tracy Shaw

- Minutes from the March 13, 2024 trustees' meeting were corrected and then unanimously approved.
- Funds for special items were discussed. Updating the computers would cost over \$2000. Jen recommended putting this expenditure on hold.
- Stage One for the HVAC system has been completed , which included the special collections' room and the gender neutral bathroom. The temperature for the special collections' room is set at 68-70 degrees. **Action Item-**Aila will check what temperature is the environmental standard for paper-based collections.
- The electrician has changed to energy efficient lights in the reading and special collections' rooms.
- It was noted that there is water damage in between the walls on the special collection side of the building. Aila stated that the insurance company has come out to inspect the damage.
- **Budget-** The trustees discussed the budget with Aila, who handed out an overview of library expenses. There is approximately \$22,000 in the MEG/LIG account. In October we will submit forms for the next round. Aila expects that we will have enough money to take us to July 1, when the new budget year begins.
- \$34,000 needs to be spent on library materials. The group discussed monies to date and funds for library materials. If 90% of the required amount is spent on library materials, a waiver may be possible. The price of passes (e.g., zoo, aquarium, MFA, etc.) will qualify as library materials. It is recommended that each staff purchaser be apprised of exactly how much they can spend on materials.
- Patti Mullen is retiring at the end of the month, and the trustees will provide the food for a luncheon to celebrate Patti's retirement on April 25.
- The new substitute, Donna Camilliere, is working out well. When Patti retires, there will be 19 hours available for substitutes.
- Susan contacted Roger Clark from the VFW. This organization provides flags for public buildings and will donate one to the library.

- Pat moved to accept the annual report on the library as written by Jen. This was seconded by Maripaul and unanimously approved by the trustees. Thank you, Jen, for a wonderful summary of a year at the library.
- A court date is scheduled for June 6 to address Donna Kolifrath's claim. We will review the information we need next month for the hearing.
- Writing on the wall was discovered in the main bathroom. Vandalism will be reported to the police.
- The trustees reviewed the resumes for the Director's position. Following this a motion was made by Pat to offer the director's position effective immediately to Aila Colburn, seconded by Maripaul, and unanimously approved. Salary will be commensurate with the library director's current salary. Jen will contact the other applicants to notify them that the position has been filled.
- The next trustees' meeting is scheduled for May 8, 2024 at 5:30 p.m.

Respectfully submitted,

Yvonne Cosgrove