

## Gwen Lay Sabbagh - Clerk (X3030)

---

**From:** Yvonne Cosgrove <ybdcosgrove@yahoo.com>  
**Sent:** Saturday, February 17, 2024 4:19 PM  
**To:** Gwen Lay Sabbagh - Clerk (X3030)  
**Subject:** Minutes approved from 1/10/24 trustees' meeting.

January 10, 2024

### MERRIMAC PUBLIC LIBRARY- TRUSTEES' MEETING

Attending: Susan Coburn, Pat Adams, Rob Michaud, Maripaul McGinn, Jen Brown, Yvonne Cosgrove

Guests: Tracy Shaw, Aila Colburn, Patti Mullens, Patty Olds, Trish Horgan, Donna Kolifrath

A correction was made to the minutes from December 13, 2023 regarding closure on a Tuesday night to accommodate a trustees' meeting. The minutes were unanimously accepted following the correction.

**The minutes from the December 19, 2023 meeting will be addressed at the next trustees' meeting.**

Kelly has applied for Family Medical Leave. The trustees formulated questions to ask Carol McLeod regarding the FMLA.

- Has FML been confirmed?
- Kelly is now using sick leave and vacation time for this. Will there be any financial repercussions for the library when her benefits are exhausted?
- How long does FML last?
- We are assuming Kelly's position cannot be filled while she is on FML. Does this affect our ability to hire an interim director?
- Who confirms her application for FML?

Susan met with the staff on 1/7/24 regarding the work environment. Everyone acknowledged the importance of collegiality in the work situation. She also noted that there would be a greater trustee presence at the library to help out or answer questions or concerns.

Kelly has met with the Friends of the Library once a month on the third Thursday of the month at 11:00 a.m. **Pat has volunteered to meet with the Friends.**

There was a question about the Turn-around Accounts. This should be referred to Carol McLeod.

Jen noted that staffing is less than other small libraries and that having subs available would be helpful. **Jen volunteered to do scheduling.** All staff volunteered to take one Saturday, which will put two members of the staff at the library. Jen noted that if we don't have coverage on a Tuesday evening and Patty Olds is not available, we will have to close. However, she doesn't feel that we should make any cuts in hours permanently at this time.

A motion was made by Maripaul, seconded by Rob, and unanimously approved to close Saturday through Monday for the Martin Luther King holiday.

Aila will be in charge of e-mails, warrants and payroll, and Anne will train Aila. Aila will also be the point person if someone calls in sick and the contact for requests for usage of the meeting room. e-mails. Susan suggested that Aila review the guidelines for using the meeting room with the staff. **Maripaul will continue to sign warrants and payroll.** After much discussion, Pat made a motion to raise Alia's salary by \$10/hour when she is working on warrants and payroll. This was seconded by Rob and unanimously approved.

Fin Com meets 2/20/24 at 6:40 to discuss the library budget. Capital Planning meets on 2/26/24 at 5:30. The folder for HVAC should be given to Carol McLeod.

**Action Item:** Maripaul will get an estimate for a security system.

**Action Item:** Donna will change the message on the answering machine.

Pat moved that if the Pentucket School System closes or has a delay, the library will do the same. This was seconded by Rob and unanimously approved. **Rob volunteered to be in charge of closings and will contact the staff regarding these.**

**Action Item:** Susan will contact Bob Sinibaldi regarding these policy changes. She reminded the staff to pay attention to the condition of the parking lot and contact Bob Sinibaldi if necessary.

**Maripaul volunteered to be the point person for maintenance issues.** There is a list of companies to call if issues occur, but staff should contact Maripaul prior to calling a company.

**Susan will write up the agenda and Pat will post notice of the meeting.**

The staff at the circulation desk will open the mail and distribute it to appropriate departments. Aila will open director's mail, and Patti will open general e-mails.

Jen noted that library collection materials were only 17% of the budget so far. **Action Item:** Jen will investigate what percentage of the total budget should go toward collection materials. Staff responsible for purchasing collection materials include Tracy- children and young adults, Donna-non-fiction and audiobooks, and Patti Mullens- adult fiction. Jen felt that it is important to continue purchasing collection materials, which seem to be under purchased at this time.

A motion to close the meeting was made by Yvonne, seconded by Rob, and unanimously approved.

Next Trustees' meeting is scheduled for February 14, 2024 at 5:30.

Respectfully submitted,

Yvonne Cosgrove, Secretary