

Gwen Lay Sabbagh - Clerk (X3030)

From: Yvonne Cosgrove [REDACTED]
Sent: Thursday, December 12, 2024 11:38 AM
To: Gwen Lay Sabbagh - Clerk (X3030)
Subject: Approved minutes from Merrimac Public Library trustees' meeting 11/13/24

Merrimac Public Library Trustees' Meeting 11/13/24

Attending: Pat Adams, Maripaul McGinn, Susan Coburn, Jen Brown, Aila Colburn, Yvonne Cosgrove

- Minutes from the 9/11/24 trustees' meeting were unanimously accepted as written.
- Trustees discussed a protocol for responding to an alarm at the library. Aila will be called first, then Pat, then Yvonne.
- **Director's Report-**
The library budget for office supplies is over by \$935.00 and for custodial supplies over by \$45. Monies can be taken from other areas of the budget. Aila has hired a new cleaning company, City Wide Facility Solutions, which comes in every Friday at a charge of \$70 more than the previous company. Aila is very pleased with their work.
Work has begun on the HVAC.
Mammoth Alarm Co. was here, and alarms passed all tests.
On 11/7 Sabrina attended an Excel worksheet training for beginners.
Tracy has worked on the Merrimac Hometown Heroes exhibit for Veterans, which has been featured in the Daily News.
- Aila noted that Piper Mountain webs is closing, and we need to select another web provider. She discussed the various web providers available, their services, and prices. Please see Director's Report. She would prefer to hire CyberOptic, which has a one-time fee of \$1500 and a monthly fee of \$79. Aila recommended waiting until December, when we know how much money we will be receiving from the state for Meg/Lig grants. Susan made a Motion to authorize Aila to pursue a contract with CyberOptic and launch the system in the spring, which was seconded by Pat and unanimously approved.
- Aila discussed the snow closing policy with the trustees, which had previously been to close if Pentucket School District closed. Aila would like to speak with Leo, from the DPW, to determine how soon the parking lot could be cleared following a storm and making her own decisions regarding opening/closing of the library. Susan made a motion, seconded by Maripaul, to authorize Aila to determine opening/closing hours of the library once she has cleared this with Leo. Until that time the library will follow Pentucket. This was unanimously approved.
- The Unattended Children's Policy has been changed to the Merrimac Public Library Safe Child Policy. Aila will discuss with her staff appropriate ages for children to be unattended when there is a program or when there is no program.
- The front of the library has been painted, while the back will be painted next year.

- Susan noted that the bushes need trimming, particularly those surrounding the sign. Aila stated that the bushes will be trimmed in the spring. Meanwhile Maripaul has volunteered to trim the bushes around the sign.
- The Holiday hours are commensurate with Town Hall's. For Thanksgiving the library will close Wednesday at 2:00 and remain closed until the following Monday. On Christmas Eve the library will close at 2:00 and remain closed until the following Monday. There was discussion about closing the library on Christmas Eve Day. A motion was made by Pat, seconded by Yvonne, to close the library on Christmas Eve day. Three trustees were opposed and one in favor. The motion was defeated.
- It was suggested that a staff appreciation luncheon be held on Thursday, 12/19. We will discuss specifics at the next meeting.
- The next meeting is scheduled for 12/11/24 at 5:30.

Respectfully submitted,

Yvonne Cosgrove, Secretary