

Gwen Lay Sabbagh - Clerk (X3030)

From: Yvonne Cosgrove [REDACTED]
Sent: Thursday, March 21, 2024 8:07 AM
To: Gwen Lay Sabbagh - Clerk (X3030)
Subject: Minutes from Feb. 14 '24

February 14, 2024

MERRIMAC PUBLIC LIBRARY TRUSTEES' MEETING

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

Staff Attending: Donna Kalifrath, Tracy Shaw, Trish Horgan, Aila Colburn, Patti Olds

- Minutes from 12/19/23 trustees' meeting were unanimously approved.
- Minutes from 1/10/24 trustees' meeting were approved following corrections, which included adding e-mails to Aila's duties.
- Capital planning will meet on 2/26/24 at 5:30 p.m. The library trustees are slated for 2/20/24 at 6:45 to meet with Fin Com to discuss the budget. Susan and Bob met to discuss capital needs. The HVAC- adult would cost \$138,500 slated for FY-'25, HVAC administration is slated for FY '26, and painting the trim is scheduled for FY-'27 at a cost of \$30,000.
- Budget- All town employees will receive a 3% cost of living raise. It is expected that 19% of the library budget will be spent on collection materials. A minimum of 17% is allowed; anything below that figure results in a loss of certification. The charge for MVLC has increased by \$3000 due to upgrades to the system.
- Annual Report- Kelly has sent highlights and stats for January '23 to December '23. Trustees questioned whether there is a mission statement on the library website. Maripaul will collaborate with Jen on the annual report and will send a draft to trustees. This is due March four.
- Substitute librarian- Duties will be defined by the Circulation Assistant's job description.
- Pat moved to hire a substitute librarian to support the staff. This was seconded by Maripaul and unanimously approved.
- Supplies- Tracy orders supplies (not specialty items) through the Amazon account under the operation account budget. Notes are left when items are needed. 12,000 bar codes were ordered in '22. These are not invoiced, but put on a credit card. ID labels are ordered by Anne Jim.
- Phone system- Rob will be in charge of the phone system, which he will be able to access from his home. The staff will inform Rob if the hours change. Kelly should be deleted as contact person, with Rob added as the present contact person. The phone system is set up to leave messages, but staff can't get these messages. This should be reported to Anne Jim.

- Computers- The staff has had multiple complaints regarding the desk and patron computers being very slow. Other than Donna and Patti's computers, the staff has been frustrated with the speed of their computers. We have no computers in the children's room. Aila would like
- Tom from MVLC to come by to determine our present needs. Tom could be paid out of meg/lig grant. **Action Item:** Aila asked Susan to find out what services Tom can provide to us. There are presently eight laptops that could be available for patron use. **Action Item:** Donna was asked to catalog the laptops in order to let patrons sign them out. **Action Item:** Aila will contact MVLC for a price list for Dell PCs.
- Security systems. Maripaul is continuing her research on these. She noted that in libraries, security cameras must be disclosed. A panic button is available for \$20, although this must be near the phone/computer. Our panic button is located near the sink and not easily accessible.
- Holiday Closing A motion was made by Jen, seconded by Pat, and approved to close on Saturday and re-open on Tuesday in honor of the President's Day holiday. A motion was also made by Jen, seconded by Maripaul, not to give out the Wadleigh Award this year.
- A motion was made by Rob, seconded by Jen, and approved to close this meeting.
- Executive Session pursuant to Open Meeting Law (Chapter 30A Section 21 9a0 (3))- To discuss strategy with respect to anticipated litigation if an open meeting may have detrimental effect on the litigating position of the public body and the chair so declares. Pat made a motion to go into Executive Session, seconded by Jen, followed by a roll call vote with six trustees approving, i.e., Pat, Jen, Susan, Rob, Maripaul, and Yvonne.
- Kelly resigned on 2/15 and 2/23 will be off FMLA. Paperwork is needed. We cannot do anything regarding finding a new director while Kelly is under FMLA. With the FMLA, Kelly needs to use her own benefits (e.g., sick and vacation time).
- Litigation: Donna's court date for her litigation is June 6. At that time all trustees should attend the hearing either in person or virtually. Will Jane Friedman be present? Trustees also would like to know what to expect.
- Mission statement: Rob suggested that the staff write a mission statement for the library if one does not exist.
- Maripaul made a motion to close the executive session, seconded by Pat. A roll call vote consisting of Maripaul, Pat, Susan, Rob, Jen, and Yvonne indicated that all approved.

Respectfully submitted,

Yvonne Cosgrove, Secretary

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