

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

---

**From:** Yvonne Cosgrove ~~XXXXXXXXXXXXXXXXXXXX~~  
**Sent:** Tuesday, April 16, 2024 7:21 PM  
**To:** Gwen Lay Sabbagh - Clerk (X3030)  
**Subject:** Minutes from the 3/13/24 trustees' meeting

March 13, 2024

**MERRIMAC PUBLIC LIBRARY**

**Trustees' Meeting**

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

**Staff:** Aila Colburn, Donna Kalifrath, Tracy Shaw

- Warrants and payroll have been signed. Yvonne will sign these if Maripaul is unavailable.
- Minutes from the 2/14/24 trustees' meeting were unanimously accepted as written.
- Minutes from the 2/28/24 meeting regarding the Interim Director's position were unanimously accepted as written.
- Donna requested a change in her hours. The trustees and Aila agreed that hours couldn't be changed at this time, but that this could be revisited at a later date.
- Director's position will be posted with the Massachusetts Board of Library Commissioners on April 5.
- Director's Report:
  - Trend Micro Antivirus and EDR solutions installed on all staff computers.
  - Tom from MVLC installed four extreme Ram in two of the circulation and public computers. The cost to update all computers to 16 or eight rams is \$2047.00. Trustees and staff agreed that this will have to wait due to other pressing issues.
  - A changing table has been installed in the gender neutral bathroom.
  - A bid of \$4,373.00 has been received from Broughton Electric to install new lights in the Special Collections Room. A motion was made by Pat, seconded by Maripaul, and unanimously approved to contract with Broughton Electric to provide electrical work in the archives room. Funds will be taken from the MEG/LIG grants.
  - After discussion of the fire alarm system by the trustees, a motion was made by Jen, seconded by Maripaul, and unanimously approved to expend \$2,586 from the MEG/LIG account for the testing of the fire

alarm, extinguisher, fire sprinkler, and hydrants through the Mammoth Fire Protection Systems, Inc., Lowell, MA.

- Aila attended the virtual members assessment Information session, where proposed changes to the assessment process were discussed. The user fee will be determined by such factors as circulation and staffing level. These changes will go into effect FY '26 and FY '27 if approved.
- Tracy informed the trustees of the many activities planned. They now have two teenagers to assist in the children's room.
  - Tracy conducted a story hour at Watch Me Grow preschool.
  - The children continue to be enthusiastic about the pokemon club, kids' book club and the art club.
- The trustees restructured the response to an alarm system. Maripaul will initially respond. If she isn't available, Yvonne, followed by Rob would respond.
- 
- Susan asked that the director's and children's room reports be ready by the Monday before a trustees' meeting, as well as the agenda.
- The trustees approved closing the library on Friday the 12th and reopening on Tuesday the 16th for the Patriots' Day holiday.
- The next meeting is scheduled for April 10, 2024 at 5:30 p.m.

Respectfully submitted,

Yvonne Cosgrove, Secretary