

Gwen Lay Sabbagh - Clerk (X3030)

From: Yvonne Cosgrove [REDACTED]
Sent: Sunday, July 21, 2024 5:45 PM
To: Gwen Lay Sabbagh - Clerk (X3030)
Subject: minutes from 6/3/24 library trustees' meeting

June 3, 2024

MERRIMAC PUBLIC LIBRARY TRUSTEES' MEETING

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

- Minutes from the 5/8/24 trustees' meeting were unanimously approved following corrections, which included specifying funds (Hoyt and Library Book Funds) referred to in the minutes.
- Election of officers- A motion was made by Jen, seconded by Maripaul to create the position of Vice Chair, which was unanimously approved. Susan read a statement indicating that she would be stepping down as Chair in order to give the new trustees an opportunity to take a leadership role. The trustees are very grateful for Susan's previous leadership and will benefit from her guidance and counsel. A motion was made by Yvonne, seconded by Maripaul, to offer the Chairmanship to Pat Adams, which was unanimously approved. A motion was made by Yvonne, seconded by Pat to offer the position of Vice Chair to Maripaul McGinn and was unanimously approved. Jen will remain as Corresponding Secretary and will address e-mails (including those from patrons), and serve as counsel regarding questions related to library services, regulations, etc. Yvonne Cosgrove will remain as Recording Secretary.
Slate of officers- Chair- Pat Adams
Vice Chair- Maripaul McGinn
Corresponding secretary and counsel- Jen Brown
Recording Secretary- Yvonne Cosgrove
- Acknowledgement of Pride Month- Pat noted that the Pride flag was hung in the library today, including a statement regarding inclusion. There will also be a statement on the front door, Pat asked the trustees to be informed if any patrons express concerns regarding the Pride displays. Pat will contact LGBTQ watchdog groups if necessary.
- Director's Report- Tracy and Donna will be placing orders until the end of June. \$44,755.28 has been spent with a goal of \$61,310. Board games will be purchased and can count as part of the collection because they will be circulated.
 - Salaries are covered through the end of the fiscal year. Carole okayed moving the extra monies from this area to the general budget.
 - **Action Item:** Aila will ask the town if they could blow the grass remains after mowing. Water damage to the building has been repaired.
 - Tracy and Trish attended a summer programming seminar. Aila has hired Sabrina for a 24-hour position. She has two strong candidates for the 19-hour position, and will make a decision following reference checks.
- The library will be closed June 19, Wednesday, for this federal holiday. A motion was made by Maripaul, seconded by Yvonne, and unanimously approved to close the library July four and five for the fourth of July celebration.

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- Library Director's contract-
Aila recommended omitting collecting payment for out-of-state library cards from the contract. The contract should also read that she will supervise three part-time and two full-time associates, and three substitutes. The knowledge and skills section should include that the director should have a Bachelor's Degree. Aila would also like the contract to include her salary, benefits, and yearly increases to salary. When the contract is signed, the director has a six-month probationary period at which time there will be a review. **Action Item:** Pat will make changes to the contract.
 - Susan suggested developing long and short-term goals for the coming year and submitting these when completed, which will be helpful for Aila's evaluation. Long-term goals are considered three to five years. It was noted that the majority of grants need long range plans.
 - Pat suggested asking the staff how much training they'd had in the past few years to develop a baseline. Aila would like once a month staff meetings, and the trustees suggested closing the library for an hour to accommodate this. She also noted that MVLC offers training and webinars. Pat stated that training for the director should concentrate on technology and legal matters, and Maripaul recommended that professional development be part of Aila's goals.
 - When asked about mentoring for Aila, she noted that the small library directors' group has been helpful, as has the director of the West Newbury library and former directors in Haverhill and Salisbury.

The next meeting is scheduled for 7/10/24, Wednesday, at 5:30.

Respectfully submitted,

Yvonne Cosgrove, Secretary