

G.A.R. Memorial Library Trustees Meeting Minutes
 January 11, 2022, 7:00pm, Remote via Zoom (COVID-19 quarantine)

Present: Fred Chanania, Amy Custance, Corinn Flaherty, Ashley Adams, Laura Collins
 Marcia Sellos-Mauro, Tom Salvo, Paula Breger, Sandra Nawrocki, Heather Conner
 Recording Secretary: Amy Custance

Agenda Item	Outcome
Approve Outstanding Minutes	Fred moved to adopt the December 14th minutes with edits and Marcia seconded. They were unanimously approved with a roll call vote.
Director's Report	<ul style="list-style-type: none"> a. Corinn and Kate have decided to delay the new Winter Storytime until February. Kate will wait until the last week of January and then will decide on in-person or Zoom. They are still allowing therapy dog visits and programs like her 3-D doodler because they are limited to 4 children. b. The staff is reminding patrons that curbside pick-up is still available and are prepared to shift to curbside service if needed. So far, no other libraries in the consortium have transitioned fully to this.
FY 2023 Budget Finalization	The Select Board will be addressing the Director's salary we discussed at our last meeting the next time they meet so we focused on staff salaries tonight. Fred presented different drafts and the Board chose option 2 which would correct any issues with employee's grade as well as increase salaries where we felt it was necessary and overdue. Although we would like to get an assistant for Kate, we agreed that it was more important to adjust salaries and support our existing staff. Fred moved that we draft a budget that reflects option 2 and Paula seconded. It was approved unanimously with a roll call vote.
Trustee Policies	<p>We discussed the Minimum Staffing Policy and the Epidemic and Health Emergencies Policy which had been updated. Corinn explained the need for 3 staff members during the day and 2 at night or on Saturdays. Fred moved to adopt the closing policy as amended to address staffing shortages and Sandy seconded. It was approved unanimously with a roll call vote.</p> <p>The Epidemic and Health Emergencies Policy was updated to include maintaining staffing levels. Marcia made minor changes to include staff who are required to quarantine. Paula also made grammatical corrections. Fred moved to adopt the Epidemic and Health Emergencies Policy with the edits from Marcia and Paula. Amy seconded and it was passed unanimously with a roll call vote.</p>
Next Steps Strategic Plan Process	Corinn has signed a contract with Maverick & Boutique, a strategic planning company. They are in the process of creating an online toolkit to help walk directors through the planning process. Their program is still in Beta so we are getting a great rate for the services they will be providing. One of the consultants we'll be working with is Greg Pronevitz who was executive director of the Massachusetts Library System for many years so Corinn is confident he will provide excellent guidance.
Art Donation	A couple from Groveland would like to donate a painting of a spot in West Newbury by a local artist. Fred moved to accept the painting and request the donors write a letter to be kept with the painting that explains its background and

	connection to West Newbury. Marcia seconded and it was passed unanimously with a roll call vote.
Items Not Reasonably Anticipated	<ul style="list-style-type: none"> • Sandy contacted a memorial company in Methuen. They suggested a stone in the shape of a book. Fred will get her the name of another company in Byfield that also does plaques. Marcia suggested contacting a tree company for more suggestions and options.
Next meeting	The next meeting is scheduled for February 8th.
Items Review of Action	<ol style="list-style-type: none"> a. Fred will write up the budget narrative. b. Corinn will contact the couple donating the artwork. c. Fred will get the name of the company in Byfield that does plaques to Sandy.

Meeting Adjourned at 8:20pm.
The Trustees next meeting is scheduled for February 8, 2021.