

G.A.R. Memorial Library Trustees Meeting Minutes
November 08, 2022, 6:30pm

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

Agenda Item	Outcome
Approve Outstanding Minutes	Fred moved to approve minutes from the October meeting as written, and Heather seconded. The vote was 5 approve, 0 oppose, 3 abstain (Ashley Adams, Paula Breger, and Sandra Nawrocki were absent from the October meeting). The minutes were approved.
Director's Report	<ul style="list-style-type: none"> a. Corinn signed a contract with Assabet Interactive. In January the Library will transition to using their software for museum passes and calendar events. The staff will receive training on the new software prior to January. b. Corinn submitted a letter of intent to apply for a Veteran's Heritage Grant through the Massachusetts State Historical Records Advisory Board. The grant funding is intended to preserve important historical collections. c. Corinn is working on a grant application with West Newbury Wild and Native; the grant is offered by the Association for Rural & Small Libraries and would help fund the pollinator garden planned for the back of the library property. d. Elena Cordova of Myriad Consulting scheduled to come on November 17. She will work in the physical archive for one day, then complete the balance of the work off-site. A final product is anticipated by the end of December. e. The Friends of the Library book sale brought in \$3200.
Updated Archival Assessment Funds Approval	a. Fred moved to ratify the approval of up to \$15,000 of funds for the archival assessment to be completed by Myriad Consulting. Amy seconded. The vote was 8 approve, 0 oppose. The update to the archival assessment funds approval was unanimously approved.
FY24 Action Plan	<ul style="list-style-type: none"> a. Fred asked for clarification and minor edits to be made to the FY24 Action Plan; Corinn agreed to make wording changes. b. Fred moved to approve the FY24 Action Plan with wording changes; Heather seconded. The vote was 8 approve, 0 oppose. The FY24 Action Plan was unanimously approved and will be filed.
Looking Ahead to FY23 Budget	<ul style="list-style-type: none"> a. Fred met with architect Scott Brown, who surveyed the library site regarding the feasibility of enclosing the courtyard and adding an ADA-compliant elevator. The Trustees believe the project should move forward, but agreed that the next step should be to discuss the process with Wayne Amaral. b. Action item: Fred will set up a meeting with Wayne, Corinn, and the library board, and architect. c. Corinn plans not to request an additional library staff position in the FY24 budget.

	<ul style="list-style-type: none"> d. Fred asked to see a draft budget before the next meeting of the Board, noting that the narrative would need to be updated. e. Corinn notes that the Annual Report is typically due around this time, and plans to begin it soon.
Items Not Reasonably Anticipated	<ul style="list-style-type: none"> a. Fred brought before the board the possibility of holding a joint meeting between the Board of Library Trustees and the Select Board regarding the results from the wage and salary study. The vote was 5 approve, 3 abstain, 0 oppose. The Trustees have decided not to meet with the Select board at this time. b. Amy asked if we have received a bill for the gardening from Peter. Amy will follow up with Peter via email. c. Fred inquired about the timeline for the pollinator garden; the WNWN group plans to install it sometime in summer/fall '23.
Next meeting	The next meeting is scheduled for December 13 at 6:30pm at the library.

Meeting Adjourned at 7:43 pm.
The Trustees next meeting is scheduled for December 13, 2022.