

G.A.R. Memorial Library Trustees Meeting Minutes
 May 9, 2023, 6:30pm, G.A.R. Memorial Library

Present: Fred Chanania, Marcia Sellos-Moura, Tom Salvo, Gary Kalajian, Amy Custance, Laura Collins, Corinn Flaherty
 Recording Secretary: Laura Collins

Agenda Item	Outcome
Approve Outstanding Minutes	Marcia moved to accept the minutes as corrected, and Fred seconded. The vote was 5 approve, 0 oppose, 1 abstain (Gary was not present at the April meeting). The minutes were accepted unanimously.
Trustees New Member & Election of Officers	<ul style="list-style-type: none"> a. The Massachusetts Conflict of Interest Law Training is due for all Trustees. The newly updated video training sends your certificate directly to the Town Clerk. b. The Trustees welcomed new member Gary Kalajian to the Board. c. The Board held an election for FY24 officers. After no change was requested by current officers, Fred moved to nominate the current incumbent officers to retain the same positions for the coming year. Marcia seconded. The vote was 6 approve, 0 oppose; officers were unanimously elected.
Director's Report	<ul style="list-style-type: none"> a. Kate decided to postpone updating the Awe station until better technology is available. b. Two staff computers need to be replaced because they are incompatible with Windows 11. The cost estimate for replacing the two computers is \$2,288.95. Fred moved that the Board approve the purchase of two staff computers and one monitor, and if necessary, a new laptop for the Library Director; funds not to exceed \$5000 will come from the Library Gift Fund. Marcia seconded the motion. The vote was 6 approve, 0 oppose; funding new computers for the library staff was unanimously approved. c. The front door lock is still sticking. Brian has worked to fix the issue but it is still occurring; further action may be needed with the door. d. Kate noticed a ridge in the floor on the second level of the library. In addition to ongoing structural issues with one of the walls on the addition, the ridge could suggest that the library building is shifting. Fred asked Corinn to contact the Town Inspector and ask him to look at the building; Fred also noted that DPW should be notified. e. The HVAC company came and tested/prepared the library A/C for the summer season. f. In FY24 Corinn plans to increase the amount of money spent on eBooks and downloadable audiobooks, as physical audiobooks are being slowly phased out and demand for digital content is increasing. g. A new Library of Things webpage can be found on the Library's website. h. The Friends of the Library are purchasing 3 more Storywalk posts for the Library yard. i. Work on the pollinator garden is ongoing with GOMI, West Newbury Wild & Native and a senior intern from Pentucket High School.
Branding	<ul style="list-style-type: none"> a. Now that the Library has a strategic plan in place, Corinn notes that it should also have a visual identity. A new logo is needed for business cards, letterhead, and other library materials.

	<ul style="list-style-type: none"> b. Corinn contacted two vendors and the estimated total for a basic branding package would be \$5500-\$6000. Corinn noted that she could use state aid money, or the Trustees may be interested in funding the branding and logo development. c. Fred proposed waiting 1 additional month to evaluate upcoming urgent expenses that will be drawn from the Trustees Gift Fund.
Items Not Reasonably Anticipated	<ul style="list-style-type: none"> a. Fred invited the Board to look at the ash tree on the side of the library property. Fred noted that two large branches of the tree appear to have died and proposed immediate action in hopes of saving the tree. Marcia moved to authorize Fred to contact Bartlett Tree Experts to immediately inject the tree against the Emerald Ash Borer and remove the two damaged limbs using Trustee funds up to \$2,000; Amy seconded. The vote was 6 approve, 0 oppose. The vote was unanimous.
Next meeting	The next meeting is scheduled for June 13 at 6:30pm at the G.A.R. Memorial Library; it will be an in-person meeting.

Meeting Adjourned at 7:12pm.

The Trustees' next meeting is scheduled for June 13, 2023, at 6:30pm at the G.A.R. Memorial Library.