

Bancroft Public Library
Board of Trustees – Minutes of the February 8, 2022 Regular Meeting

Present were Ed Donoghue, Alesa Wilson, and Rebecca Brown. Kim Erbe and Rachael Armstrong were excused. Also present were Library Director Lori Stokem, Town Council Liaison Evera Sue Clary, and Friends of Bancroft Library Treasurer Wendy Hunter-Hayward.

Minutes: Alesa Wilson made a motion, Ed Donoghue seconded, to approve the January 11, 2022 meeting minutes. All were in favor and the motion was carried.

Public Comment: Sue Clary mentioned that GAR, the outfit conducting the revaluation for the Town of Salem, will be meeting with residents to review their findings, and wondered what space might be available in the Bancroft Building. Once a Certificate of Occupancy is granted for Proudfit Hall, Library staff would take care of scheduling. Also, perhaps the Reading Room could be used, depending on scheduling.

Correspondence: None.

Finance Officer's Report: Vouchers from the Library Fund Nos. 9 through 16 and totaling \$72272.53 were audited and ordered paid. Ed Donoghue made a motion, Alesa Wilson seconded, to accept the Financial Statements as presented. All were in favor and the motion was carried. Based on two requests from Treasurer Kathy Chambers, the following occurred:

Rebecca Brown made a motion, Alesa Wilson seconded, to adopt a resolution increasing Estimated Revenues (L510) in the 2022 Bancroft Library Budget by an \$18779.00 donation from the Friends of Bancroft Library, to help with the ADA Compliance construction project, and by \$37500.00 from the Town of Salem, which amount is the promised match toward the ADA Compliance construction project. These funds totaling \$56279.00 will be appropriated into expense account L7410.4. All were in favor and Resolution No. 2 of 2022 was adopted.

Rebecca Brown made a motion, Alesa Wilson seconded, to transfer \$5000.00 from Deferred Revenues (L691) into L7410.4 as the account is overdrawn by \$2251.56, the balance from \$5000.00 to cover future operating expenses.

Library Director's Report: See attached.

Committee Reports: None. However, brief discussion was had concerning what to hang (framed portraits, architectural drawings, and where to hang it (brick wall and the new big wall in the courtroom). Also, we could use some kind of coat hanging area by the lobby entrance to the courtroom. There was consensus to take our time deciding. Ed Donoghue mentioned Mark Cooney is willing to help with whatever we decide.

Old Business: Regarding the 2019/2020 State Aid for Library Construction Grant (ADA Compliance), the doors have been delayed again. The electrician is expected to complete his subcontract this week.

Regarding the 2020/21 State Aid for Library Construction Grant (Window replacement), the RFP was posted for two weeks in The Eagle, and on the Bancroft Library website. The bids will be opened at the March 8, 2022 meeting.

Regarding the 2021-2022 Challenge Grant for the door opener at the Library entrance, final electrical work should be completed this week, after which this Grant can be closed.

New Business: Regarding the annual execution of Conflict-of-Interest Disclosures for Trustees and employees, forms were distributed to everyone. Executed copies will be kept with the Minutes.

Regarding the annual execution of the SALS Joint Automation Agreement with Bancroft Library, Rebecca Brown made a motion, Alesa Wilson seconded, to authorize President Ed Donoghue to sign and return said Agreement to SALS. All were in favor and the motion was carried.

The next regular meeting was set for Tuesday, March 8, 2022 at 6:30 PM.