

**RECEIVED**

By City Clerks Office at 7:36 am, Sep 12, 2025

Board of Library Trustees

June 6, 2023 at 7:30 PM

The regular meeting of the Board of Trustees was called to order at 7:37pm by Chair Carol Hoffman. Present were: Trustees Peter T. Bowman, Paul J. Fahey, Carol B. Hoffman, Nancy F. Kukura, Mark S. Robinson, and Director Linda C.W. Gardener. Absent were Trustee Cathryn M. Mercier and Assistant Director Diane R. Wall

City warrants and trustee invoices were approved for payment. The minutes from the April 4, 2023 meeting were approved.

Director's Report:

Budget – The FY2023 budget is at year-end. A small amount of the budget may be returned to the City this year, depending on the timing of some recent invoices. The hearing for the FY2024 budget took place on May 30, with no significant questions. It is available for viewing from the City's website.

Trust Business – The Third Quarter Fund Summary is complete; Trust fund spending to date is \$68,264.58. A CD account for the Nicholls fund has been cashed out, with the funds sent to UBS for deposit, leaving only the Odlin account at Eastern Bank.

Beebe Building – There have been no significant building issues at the Beebe. The filters for the window A/C units have all been cleaned, and the portable heating units have been swapped out for the portable A/C units in the All-Purpose Room.

Policies/Administration – There are currently no policies for review, either new or updated.

Programs – Staff are gearing up for Summer Reading Club, which will begin on June 20. Meanwhile, several outreach activities are taking place, including a cross-department children's program (Science Heroes) last Saturday, which was moved inside the High School gym due to weather, and a table at the Farmers' Market on Thursday. This Friday we will be at Melrose Pride on the Beebe lawn next door to the library; next Friday we will have a table at the City's Juneteenth flag raising and ceremony.



Staff Development – One of our full time Library Assistants, Beth Fantozzi, has given her notice, effective June 30. The job posting for her replacement should be out this week.

Friends – After two rain delays, the Friends are expecting that their book sale will take place this Saturday.

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Independence Day holiday – The holiday falls on a Tuesday this year. In accordance with past practice and in appreciation of the hard work of the library staff, Paul Fahey moved to close the library for an additional day on the Monday. Nancy Kukura seconded the motion, which was passed unanimously.

Renovation Report – The concrete footings are being poured for the new addition; it is nice to see the next stage beginning. Work this week has primarily been to build the rebar “erector set” for the walls. The concrete may be started for the walls early next week. Interior paint removal is finishing, and down to the detail work for restoration of the woodwork.

Trustee Bylaws Committee: Paul Fahey reported that he and Cathie are reviewing the Trustee bylaws and will issue another report in September. The suggested revision will be sent to the City Solicitor for review.

Other business: Paul Fahey requested that any library-related potential controversies or complaints be shared with the Trustees.

The meeting was adjourned at 8:45pm.

The next meeting is scheduled for Tuesday, September 12, 2023. Following meetings will be held November 14, 2023 and January 9, 2024.

Respectfully submitted,

Peter T. Bowman, Clerk

Approved September 13, 2023