



Board of Library Trustees
September 10, 2024 at 7:30 PM

The regular meeting of the Board of Trustees was called to order at 7:30pm by Chair Paul Fahey. Present were: Trustees Peter T. Bowman, Carol B. Hoffman, Nancy F. Kukura, Cathryn M. Mercier, Mark S. Robinson, Director Linda C.W. Gardener and Assistant Director Diane Wall. Also present was a member of the public, representing the Melrose Messenger.

City warrants and trustee invoices were approved for payment. The minutes from the May 14, 2024 meeting were approved. No correspondence was presented.

Director's Report:

Budget – The FY2025 budget year is now underway, nearing the end of the first quarter. There is nothing unusual to report.

Trustee Business –Trust fund spending to date is \$21,375. Funds budgeted for FY2025 will be moved from UBS to the regular checking account this week.

Beebe Building – The building is still holding together.

Policies/Administration – The annual State Financial Report for FY2024 will be completed soon by Director Gardener, and will be signed by Chair Fahey. The Trustee bylaws that were approved at the last meeting have not yet been reviewed by the City Solicitor. They will be emailed to her, and any feedback reported.

Programs – Diane reported on the summer reading program, which was successful for all ages, and included increased participation from adults and teens over last year. Offerings included How to Create an Eco-friendly Urban Garden, the educational "Whalemobile", and the Dirt Cup Terrarium Challenge.



Staffing & Staff Development – A part time Reference Librarian who contracted COVID in July has yet to recover enough to work. The two full time librarians have been alternating working two evenings per week to cover the shift.

Friends – The Friends' book sale for the Victorian Fair was very busy on Sunday. I have not yet heard the total count, but everyone seemed very pleased.

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Renovation Report – Work is progressing, although we have had additional delays. The building specialist from MBLC will have a quarterly visit to the facility on September 25. The current projection from the contractor is that we will have a certificate of occupancy in late November. At that point, we will begin the move. The Mayor's office will be putting out a press release for the weekly paper this week.

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Holiday Hours – Nancy Kukura moved to close the library at 1pm on the Wednesday before Thanksgiving. Paul Fahey seconded the motion; all were in favor. The Trustees agreed that due to the uncertainty of the projected move, they will decide on year-end hours at the November meeting.

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Other business – Chair Paul Fahey announced that he has moved out of Melrose, and has arranged with the Mayor that he will be leaving the board in February 2025.

The meeting was adjourned at 8:02pm.

The next meetings are scheduled for November 12, 2024 and January 14, 2025.

Respectfully submitted,

Peter T. Bowman, Clerk

Approved November 14, 2023