



Manchester-By-The-Sea Meeting Posting

Notice of Public Meeting – (As required by M.G.L.Ch.30A §18-25)

Board/Committee: Board of Library Trustees

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Day & Date: March 14, 2025

Time: 11:00 a.m.

Location: Library, 15 Union Street

Signature: Sarah Davis, Secretary

MEETING MINUTES

1. **Call to order.** The meeting was opened and called to order, with the following individuals present:
 - a. David Lumsden, Chair;
 - b. Ric Rogers, Treasurer;
 - c. Sarah Davis, Secretary;
 - d. Cynthia Gemmell, Library Director;
 - e. Sheila Linehan, Friends of the Library; and
 - f. Chuck Furlong, Friends of the Library
2. **Library Director's report, with building project updates.** The Library Director's Report was reviewed, discussed and unanimously approved by the Trustees.
3. **Friends of the Library report.** S. Linehan presented on an upcoming author program to be held at the Library, as well as the expected upcoming turnover of Friends of the Library board.
4. **Approval of minutes from previous meetings of February 14, 2025 and March 4, 2025.** The Trustees unanimously approved minutes of the Library Trustee meetings of February 14, 2025 and March 4, 2025.
5. **Fundraising account/capital campaign.** The Trustees discussed a proposed allocation of duties and responsibilities as between the Manchester Public Library Foundation and a to-be-constituted Fundraising Committee. A follow-up Foundation meeting will be scheduled to discuss the same with the Foundation board.
6. **Board Expansion.** The Trustees discussed and confirmed that an expanded board of trustees would not be pursued at this time.
7. **Town Meeting Preparation.** The Trustees discussed the presentation of the capital requests to be included in town meeting warrant.
8. **Budget & Trustee funding requests.** The Trustees discussed and approved the following allocations from the Library Trust accounts:
 - a. **Volunteer Breakfast** – To be held 4/15 at 9am. Allocated up to \$200.
 - b. **Professional Development** – To be held 3/26 (half day). Allocated up to \$150.

- c. **Programming space** – Allocated up to \$1350 for 9 months for potential use of First Parish Church meetings space (\$150/day), subject to ongoing discussion with the Church on details.
9. **Portable Changing Table** – The need for a portable changing table was discussed. S. Linehan has indicated that the Friends of the Library might be willing to cover the expense of the changing table, subject to approval of the Friends of the Library board.
10. **Gift from John Winthrop** – The Library Director presented a \$500 donation received from John Winthrop.
11. **Committee updates – Grounds and Building**
 - a. **Grounds Committee** – R. Rogers presented on a recent feedback of the town tree warden, and next steps for trees needing to be addressed.
 - b. **Building Committee** – D. Lumsden presented on recent efforts of the Building Committee, including with respect to the window repairs.
12. **Strategic plan update.** R. Rogers presented on his efforts relating to the draft mission and vision statements, as well as components of the broader strategic plan. The Trustees discussed the same.
13. **Return to hybrid meetings.** The Trustees discussed and unanimously approved returning to hybrid meetings for all regular trustee meetings when technology for a hybrid meeting is available.
14. **Other business not anticipated by the Chair.** None.
15. **Next Meeting; Scheduling.** The Trustees scheduled the next meeting to be held April 4, 2025 at 11:00 a.m.
16. **Adjournment.** The Trustees unanimously approved the adjournment of the meeting.