



Manchester-By-The-Sea

Meeting Posting

Notice of Public Meeting – (As required by M.G.L.Ch.30A §18-28)

Board/Committee: Library Board of Trustees

Day & Date: Jan. 10, 2025

Time: 11:00 a.m.

Location: Library, 15 Union Street

Signature: Sarah Davis, Secretary

Meeting Minutes

- I. Open Meeting; 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 Manchester Public Library; Chuck Furlong, Friends of the Manchester Public Library and Audrey Carman, Children's Librarian (present for Item II only).
- II. Children's Services Overview, Audrey Carman.** Audrey Carman provided an overview of her role and responsibilities; the Trustees and Ms. Carman engaged in a discussion regarding same.
- III. Library Director's Report, including Building Updates.** The Library Director's Report was reviewed, discussed and unanimously approved by the Trustees.
- IV. Friends of the Library report.** Sheila Linehan, on behalf of the Friends of the Library, discussed: (a) the Holiday Stroll, (b) the joint meeting between the Friends of the Library and Trustees and (c) the "Wish List" for Friends of the Library purchases (to be submitted by the Library Director and considered by the Friends of the Library).
- V. Revisit suggestion of Building Committee; Fundraising Committee.** The Trustees revisited the topic of forming a Building Committee to address near-term facilities needs of the Library; Mr. Lumsden agreed to lead this effort. The Trustees discussed the topic of forming a Fundraising Committee to launch a capital campaign for building expansion and renovation. Ms. Davis agreed to lead this effort. The establishment of the Building Committee and Fundraising Committee was unanimously approved by the Trustees.
- VI. Quarterly budget review.** Due to time constraints, this topic was deferred to a future meeting.

- VII. Upcoming Finance Committee Meeting.** The Trustees and the Library Director discussed preparing for the annual budget review process to be presented at the town Finance Committee. In connection with the same, the Trustees discussed the operating budget, capital requests and presentation of the Conditions Assessment prepared in 2024.
- VIII. Update on construction Grant Information and Timeline.** The Library Director reported on feedback from Massachusetts Board of Library Commissioners regarding the Library not being awarded the construction grant, and the Trustees discussed the same.
- IX. Strategic Plan with Needs Assessment.** Discussed need to prepare same in calendar year 2025.
- X. Approval of minutes from Previous Meeting of December 13, 2024.** The Trustees reviewed and unanimously approved the aforementioned minutes.
- XI. Other business not anticipated by the Chair.** None.
- XII. Next Meeting; Scheduling.** The Trustees scheduled the next meeting to be held Feb. 5, 2025.
- XIII. Adjournment.** The Trustees unanimously approved the adjournment of the meeting.