**New Salem Library Board of Trustees, October 18, 2022**

 Called to order 5:00 p.m. Adjourned: 5:50 p.m.  Present:  Tracie Shea (Director), Marny Ashburne (Friends), and Eli MacCullagh, Judy Northup-Bennett and Mailande Dewitt (Trustees).

**A. Report from the Friends:**  Marny reported that the Oct. 16 Cider Fest fundraising event at New Salem Preserves was a success with beautiful weather once again. The Friends were unable to find a common time to have a Select Board Candidates’ Forum before the Special Election. There will be a Virtual Candidates’ Night for local state Representative candidates on Oct. 25. It’s necessary to register in advance for this event. The Board is getting ready for the fall Annual Appeal.

**B. Minutes:** Minutes for the Sept. 6, 2022 regular board meeting(amended) and the special Oct. 6 board meeting were approved unanimously.

**C. Director’s Report.** 1. Financial: Tracie will give the Quarterly Report next month. She’s working on re-doing the spread sheets. There’s a problem that the town accountant breaks down library accounts differently so it’s difficult to reconcile. She’ll add a category for the new Library Assistant position. The book purchasing account is behind in spending because of back orders of books. 2.Professional Development: Tracie is in the midst of the Basic Library Training course preparing for an in-person session, 10/28. She will be attending the MA Library System Annual Meeting and the CW Mars Resource Sharing Annual Meeting in Nov. 3. Programming is going well with a capacity-crowd showing up in person for the Dale Monette “Quabbin, Then and Now program. There are 4 programs for Oct. and 4. for Nov. Tracie submitted a Lego-themed program grant application to the New Salem Cultural Council for the library. She worked with 4 other presenters who submitted applications for programs to be held in the library. 5. Hiring of new Library Assistant position: Tracie plans to have the job description for the new assistant by next board meeting. She’s had a lot of hard deadlines for state reporting and grant applications that have kept her from work on the new position. She has used some of the money for this position, which was funded July 1, to provide more library service hours with the current staff. **D. Gratitude Plaque.** The committee has met and has a game plan for moving forward. The goal is to consolidate how we recognize people who have provided long-term service to the library. There are two well-done plaques for people who supported the 2006 building project. These need to be consolidated. The other plan is to recognize long-term employees, trustees, and possibly others. In researching this, Mary Ann Palmieri found a 100th anniversary history booklet of the library that has invaluable information on the evolution of the library from the late 1800’s. The Committee hopes to send a proposal to the Trustees in Dec. **E. Web Site Training:** Stacy Senflug, town clerk, will give Eli training so that he can post the agenda and meeting dates directly to the web site himself. **F.** Eli requested that the library post information on deadlines and applications for the new Student Loan Forgiveness program. Mailande agreed that this was important that people know about this.

**Future Trustee Meetings:** Tuesday, Nov. 15, 5 pm on ZOOM.