

LIBRARY TRUSTEES' MEETING
December 10, 2018

PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Alison Baker and Natalie Ducharme present. Kathleen Norton called the meeting to order at 5:35 PM.

MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees unanimously voted to accept the minutes for the November 19, 2018 public meeting.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows:

Checking Account (Salem Coop Bank)	\$ 46,596.96
Certificate of Deposit (Salem Coop Bank)	\$ 10,902.89
Subtotal	\$56,499.85
Brock Trust Fund Interest Acct (Salem Coop)	\$10,036.50
Marois Bequest Account (Salem Coop Bank)	\$ 1,023.96
Subtotal	\$ 11,060.46
Total Trustee Funds	\$68,560.31

There were no bills

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the Treasurer's report as presented.

The Trustees reviewed the spreadsheet version of the Treasurer's report. The expenditure report for November was reviewed.

Ms. Baker reminded the Trustees that it was time to transfer the funds from the Marois and Brock accounts to offset purchases in the Operating Budget. Martin Isaks will handle the transfer.

Ms. Baker reported that the Brock Trust had sent paperwork for signature indicating that the Library had received the annual payout. Martin Isaks as Treasurer signed.

OLD BUSINESS

The first order of Old Business was the Citizen's petition Warrant Article

Ms. Baker had the final figures from the Town for the cost of the 1.9% increase in 2019. On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to put forward a Citizen's Petition Warrant Article, asking the Town to raise \$13,489, being a 1.9% increase of economic benefits for all staff.

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Ms. Baker will get it over to Town by the end of the year. The Trustees reviewed a draft memo for the Selectmen and Budget Committee and agreed to it as written. This will be sent with the warrant. The Trustees then reviewed the budget calendar for January.

The second order of Old Business was Succession Planning for the Director

The Trustees discussed at length, focusing on whether to bring in a consultant, the potential members of a committee determining what the next Director should have as skills as well as the future direction of the Library. Kate Norton will look into developing a matrix, and Ms. Baker will try and find the one used previously at the Library. The Trustees were tasked with bringing to the next meeting a list of what they individually were looking for in the next Director.

The Third order of Old Business was Facility Projects

Ms. Baker reported that the planned facility projects were now complete.

The Fourth order of Old Business was Credit Card

The Trustees looked over the policy concerning credit card use at Town, resulting in a discussion of how to manage its use. After some discussion, there was a suggestion to contact Town and see if the Library could be added to the existing P-Card program at Town. The Trustees could put together a specific and limited list of approved purchases using the card and any others would require Trustee approval. Kate Norton will explore further and report back.

NEW BUSINESS

The first order of New Business was the Annual Report

Kate Norton volunteered to write the Annual Report, with a deadline of the end of the year. The Trustees offered suggestions for content.

The second order of New Business was the Upcoming Election of a Trustee

Martin Isaks said that he was up for reelection and was planning to run again. He will remain alert to the filing time which should be sometime in January.

The third order of New Business was the Signs on Library Property Policy

Ms. Baker wasn't sure if the Trustees would be interested in creating a specific policy for this. Cindy Jury had researched through the Library Policies and pointed out some references. The Trustees discussed whether to create a specific policy addressing the matter or not. The discussion will continue at a later meeting.

DIRECTOR'S REPORT

The Trustees reviewed the printed report.

TRUSTEE MATTERS

Cindy Jury asked if the wreaths had been hung – Martin Isaks said that had been done last week.

PUBLIC MATTERS

There were no Public Matters

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DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting for January 14th at 5:30 PM at the library. They set January 29th as a snow alternative.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to adjourn the meeting at 7:00 PM.