

LIBRARY TRUSTEES' MEETING

March 29, 2021

5:30 PM

PRESENT

Kathleen Norton, Martin Isaks, Amy Wallace Natalie Ducharme. Kathleen Norton called the meeting to order at 5:33 PM.

MINUTES

On a motion by Martin Isaks, seconded by Kate Norton, the Trustees 2- 0 -1 (abstention, Amy Wallace) to accept the public meeting minutes for February 15, 2021

TREASURER'S REPORT

Ms. Ducharme presented an overview of library funding process - annual budget, citizen's petitions and trustee income and various trustee funds. The Trustees reviewed the donations from the Trustee of the Trust Fund. Ms. Ducharme provided an update on the Mary Brock Trust Fund and informed the trustees that the annual audit of the trustee funds was completed.

The Trustees reviewed the February 2021 Treasurers Report.

Balances in trustee's accounts are as follows:

Checking Account (Salem Coop Bank)	\$59,131.89
Certificate of Deposit (Salem Coop Bank)	\$11,128.68
Subtotal	\$70,260.57
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,373.32
Subtotal	\$ 8,373.32
Total Trustee Funds	\$78, 633.89

Bills for consideration

No bills for consideration

OLD BUSINESS

The first order of Old Business was the welcome of the new trustee

Welcome, Amy Wallace! Ms. Wallace is participating in the New Trustee orientation provided by the NLHTA.org.

The second order of Old Business was the trustee manuals

The trustee manuals have been updated and printed. They are ready for pickup.

The third order of Old Business was the Breen Conference Room Plaque

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Ms. Ducharme reported that Ms. Breen's years of service are 17 years 1998-2015. Ms. Ducharme will coordinate with her custodian for ordering and installing the plaque.

The Fourth order of Old Business was the Assistant Director position

Ms. Ducharme reported that Laura Stevens has been promoted to Assistant Director. Ms. Ducharme appreciated Kate Norton's participation in the interview process.

NEW BUSINESS

The first order of New Business was the annual election of officers

Chairperson – on a motion by Martin Isaks, seconded by Amy Wallace, Kathleen Norton was unanimously elected.

Vice-Chair – on a motion by Kathleen Norton, seconded by Amy Wallace, Martin Isaks was unanimously elected.

Treasurer – on a Kathleen Norton, seconded by Martin Isaks, Amy Wallace was unanimously elected.

The second order of New Business was the next stage in reopening

Ms. Ducharme presented a plan to increase childrens room hours in coordination with the Summer Reading Program. The Trustees expressed support for this plan. Ms. Ducharme will explore opening the adult floor more hours with Department Heads and report back at the next trustee meeting.

The third order of New Business was the COLA memo for town.

Ms. Ducharme expressed her appreciation for the trustees supporting a COLA for staff. She also appreciated the Trustees for supporting the short time period in getting the memo to town.

The forth order of New Business was Head of User Services job description

The trustees reviewed the changes in the description and offered valuable suggestions to the description. Ms. Ducharme and Ms. Stevens will incorporate these suggestions in revised document for the next trustee meeting.

DIRECTOR'S REPORT

The Trustees reviewed the printed report for February.

TRUSTEE MATTERS

There were no Trustee matters.

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:

-Monday April 19th at 5:30PM via Zoom

ADJOURNMENT

On a motion Martin Isaks, seconded by Kate Norton, the Trustees voted unanimously to adjourn the meeting at 6:48 PM.