

LIBRARY TRUSTEES' MEETING

April 30, 2018

PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 6:01 PM.

MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to accept the minutes for March 27, 2018.

TREASURER'S REPORT

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

Checking Account (Salem Coop Bank)	\$ 48,647.34
Certificate of Deposit (Salem Coop Bank)	\$ 10,844.97
Subtotal	\$59,492.31
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,054.19
Marois Bequest Account (Salem Coop Bank)	\$ 1,023.28
Subtotal	\$9,077.47
Total Trustee Funds	\$68,569.78

Bills for consideration:

New England Aquarium (Museum Pass)	\$650.00
American Independence Museum (Museum Pass)	\$ 55.00
Total Bills	\$705.00

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

The Trustees reviewed the spreadsheet version of the Treasurer's report. They then reviewed the expenditure report for March 2018.

Ms. Baker reported on additional correspondence from Citizen's Bank regarding the notice of Hearing for the Brock Trust. A further situation had been resolved, and again there would not be a hearing. This matter is in regards to the full Mary E. Brock Trust, from which the Library, along with several other organizations, receives an annual payment.

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OLD BUSINESS

The first order of Old Business was The Way of the Cross

Ms. Baker reported that the procession had not stopped at the front or corner of the building, but had spent a significant period of time on Geremonty, blocking the exit from the library parking lot. Ms. Baker felt that there was some intention to this, and that it had inconvenienced several library users. After some discussion, Ms. Baker will reach out to our most recent contact to get a current contact in preparation for next year.

The second order of Old Business was the Changes to sick time (Grandfathered Plan) policy update

Ms. Baker reported that she has been unable to get any responses from HR concerning her questions. She will continue to pursue details in preparation of the 2019 budget.

NEW BUSINESS

The first order of New Business was Vision for the Next 2 Years/ 5 Year Vision

Ms. Baker said that she has been working on some short range plans to be completed by 2020. At the same time, she would like to have some input or direction from the Trustees concerning where they see the library in 5 years, what needs to be done about the facility, services, etc. The Trustees talked for some time about potential projects, and this topic will be revisited.

The second order of New Business was the Evacuation Plan

Ms. Baker reported that she had heard back from 3 GMILCS libraries that have arrangement to be the evacuation site in emergencies for nearby daycares. These arrangements were short term, intending to be a safe location for children to wait for parents/caregivers to come and pick them up. Ms. Baker reported that she had reached out to the Town Manager about the emergency plan for the Town but had not heard back from him either. She also looked into the Community Emergency Response Team, but they seemed to be focused on providing manpower after the fact. Ms. Baker and Cindy Jury will continue to explore this topic.

The third order of New Business was Policy Update

Ms. Baker distributed copies of two new policies – replacing prior policies relating to library use and patron behavior. Because of several incidents in recent weeks, Ms. Baker suggested that the policies needed to be refocused and more inclusive of situations like these. The new policies spell out the expectation that every library user is responsible for ensuring the library is a welcoming site for all users. The Trustees will review the proposed policies and discuss at the next meeting.

Ms. Baker had several additional topics that came in too late to include on the agenda but needed the Trustees' advice.

- Ms. Baker reported that two employees were leaving and both jobs had been posted
- Ms. Baker revisited the removal of the display cases in the corridor to the children's room that had been discussed some time ago. The children's room needs additional wall space for displays, and this seems to be a great spot. The Trustees agreed to have the cases removed
- Ms. Baker said that the Fermata Arts Foundation would like to supply an exhibit of artwork by Ukrainian children. She asked for the Trustees advice concerning any potential political feel to it. The Trustees told her to move forward with the exhibit.

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DIRECTOR'S REPORT

The Trustees reviewed the printed report.

TRUSTEE MATTERS

There were no Trustee Matters

PUBLIC MATTERS

Ms. Baker reported on a concern brought forward by a new library user concerning the vending machines. The individual was not in attendance. He had concerns about having them at all, their location and content. Ms. Baker reported that they are very popular with a wide range of library users, and the income is sent to Town to offset the library's budget. The Trustees decided to leave the vending machines in place for the time being.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting for May 29th at 6:00 PM at the library.

On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 7:15 PM.