

LIBRARY TRUSTEES' MEETING

May 18, 2016

PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 3:02 PM.

MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to accept the public and non-public minutes for April 19.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$42,132.25 in the Salem Co-op checking account and \$10,754.05 in the Certificate of Deposit, \$6,495.46 in the Brock Trust Account and \$3,269.26 in the Marois Fund account, for a total of \$62,651.02.

There were 4 bills for consideration:

NE Aquarium	\$ 650.00
Zoo New England	\$ 400.00
NH Library Trustees Assoc. Memberships	\$ 150.00
Distinctive Window Coverings	\$2,089.00

Total Bills **\$3,289.00**

On a motion by Cindy Jury, seconded by Martin Isaks, the trustees voted unanimously to accept the Treasurer's Report as printed, and to the payment of the bills totaling \$3,289.00.

The Trustees reviewed the spreadsheet tracking the Trustees funds for April, as well as the Expenditure Report for the Operating Budget for March. The Trustees discussed the Expenditure Report, with Ms. Baker answering what questions arose.

The Kiwanis Club of Salem donated \$1,200 for the children's summer program. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the generous donation. Ms. Baker will send a letter of thanks.

OLD BUSINESS

The first order of Old Business was the Staff Handbook. The Trustees discussed at length the first 12 sections of the handbook. Ms. Baker will make suggested revisions. The Trustees will review the final sections for discussion at the next meeting.

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The second order of Old Business was the HVAC for the Beshara Room. Ms. Baker recapped her activities with Town Hall to move the bid process forward. She will keep the Trustees apprised of any forward movement.

NEW BUSINESS

The first order of New Business was the closure for the High School Graduation on June 3. Ms. Baker reminded the Trustees that the Library had been closing at 5PM on Graduation night due to the overwhelming traffic and parking challenges. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to have the library close early on June 3rd.

The second order of New Business was a preliminary discussion of the 2017 Budget. The Trustees discusses at length. Lines were identified to be removed from the Budget for future: Rubbish Removal, Fees and Charges. The Trustees discussed potential staffing additions, new extended library hours, and Sunday hours as areas for consideration in the 2017 budget. Ms. Baker will explore further for the June meeting.

DIRECTOR'S REPORT

The Trustees reviewed the report for April 2016. Ms. Baker reported about the recent graffiti vandalism in the men's room.

TRUSTEE MATTERS

There were no Trustee matters

PUBLIC MATTERS

There were not Public matters.

NON-PUBLIC SESSION

Cindy Jury moved that the Trustees move into a non-public session pursuant to RSA 91A:311a, pertaining to personnel. Martin Isaks seconded. Cindy Jury asked for a roll call vote: Kathleen Norton voted in the affirmative, Cindy Jury voted in the affirmative, and Martin Isaks voted in the affirmative. The motion to move into non-public session passed.

DATE AND TIME OF NEXT MEETING

Having come out of non-public session, the Trustees set the date and time for the next meeting for June 28th at 5:30 PM at the library.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to adjourn the meeting at 4:36 PM.