

LIBRARY TRUSTEES' MEETING

March 16, 2015

PRESENT

Martha Breen, Kathleen Norton, Cindy Jury, Natalie Ducharme and Alison Baker were present. Martha Breen called the meeting to order at 5:02 PM.

SELECTION OF OFFICERS

Martha Breen moved a slate of officers with Kathleen Norton as Chair and Cindy Jury as Treasurer. Kathleen Norton seconded, motion passed unanimously. Kathleen Norton moved that Martha Breen be chosen as Vice Chair. Cindy Jury seconded, motion passed unanimously.

MINUTES

On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to accept the minutes for the February 17, 2015 public meeting as printed.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$40,419.52 in the Salem Co-op checking account and \$10,703.94 in the Certificate of Deposit, \$7,320.86 in the Brock Trust Account and \$3,265.41 in the Marois Fund account, for a total of \$61,709.73. On a motion by Martha Breen, seconded by Cindy Jury, the trustees voted unanimously to accept the Treasurer's Report. Ms. Baker distributed an amended Treasurer's Report for February, 2015. The spreadsheet had not been calculating properly and was since corrected. The correct balance for February was \$60,832.69. On a motion by Cindy Jury, seconded by Martha Breen, the Trustees voted unanimously to accept the amended February 2015 Treasurer's Report. The Trustees reviewed the monthly Trustee funds budget reports for Feb. 2015.

There were no bills.

The Trustees then reviewed the expenditure report for Feb. 2015.

OLD BUSINESS

The first order of Old Business was the Safety Building Display. Martha Breen reported to the Trustees that as the Chair of the Trustees she had sent a letter to Selectman Hargreaves (see attached) requesting that any policy question should be addressed in writing to the Board of Trustees. This letter was the result of Selectman Campbell's conversation with Ms. Baker. Ms. Baker had reported to Chair Breen that the selectman had made a veiled threat to the library funding. The Trustees discussed at length. Chair Norton thanked Mrs. Breen for her handling of the matter. The letter was now part of a conversation that the Selectmen were conducting with Selectman Campbell.

The second order of Old Business was Gifts. Ms. Baker reported that all was in place for the receiving of a generous gift from a library patron. After some discussion, the

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Trustees finalized a Public Hearing Notice to be published and posted to be held just before the Trustee meeting in April.

The third order of Old Business was the Meeting Room Policy. After the finalized review in February the Trustees were prepared to vote. On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to accept the updated version of the Meeting Room Policy. Ms. Baker presented 4 more policy updates including Employee Handbook Policy 6: Hours, Employee Handbook Policy 7: Pay, Public Service Policy: Circulation Policies, and Public Service Policy: Registration. The Trustees will review for discussion at the next meeting. Ms. Baker also presented a new policy concerning smoking in the library and on the library grounds. While the Trustees voted several years ago to have a smoke-free library and grounds, there was not yet an official policy. The Trustees agreed to review and consider the policy.

NEW BUSINESS

The first order of New Business was the Kelley Library Audit. Ms. Baker reported that the audit had gone smoothly and the records had already been returned.

As a related topic, Ms. Baker distributed copies of the completed 2014 State Report for Libraries.

The second order of New Business was the Way of the Cross. The Trustees had again been asked for permission to use the library as one of the stops. After some discussion, Ms. Baker asked to contact the group and give the Trustees' approval for using either the grassy area near the corner of Geremonty and Main (weather and snow conditions permitting) or the lower parking lot. In past the group had blocked the front entrance and drive, creating safety concerns and access issues for library customers.

The third order of New Business was the SEA Memo. The Trustees were asked to provide a memo outlining their approval of the 2.7% wage increase, the one time payment of \$500/single or \$750/family for those who signed up for the HSA health plan, as well as several other changes in the new SEA contract that the library mirrors. The Trustees signed the memo and directed Ms. Baker to send to payroll.

DIRECTOR'S REPORT

The Trustees reviewed February's report. The Trustees discussed the recent graffiti vandalism of the Men's Room and the hacking attempts in the Teen Room. Those responsible for the graffiti had been identified and they would be trespassed until the beginning of the next school year, and will write letters of apology to the custodian. Those responsible for the hacking attempt were already known. Ms. Baker reported that the help of Salem HS Resource Officer Kevin Swanson has been invaluable. Ms. Ducharme was congratulated for her work creating this relationship.

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TRUSTEE MATTERS

Martha Breen congratulated Cindy Jury at being elected officially to the Board of Trustees.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for April 21st immediately following the Public Hearing set for 5:30PM at the library.

On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 6:12 PM.

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February 24, 2015

Town of Salem, Board of Selectmen
Attn: Patrick M. Hargreaves, Chairman
33 Geremonty Drive
Salem, NH 03079

Dear Chairman Hargreaves:

Please let this letter serve as a reference for all policy related issues concerning Kelley Library. Requests or inquiries involving policies of Kelley Library from members of the Board of Selectmen should be sent in the form of a letter from the Chair of the Board of Selectmen of Town of Salem to the Chair of Kelley Library Board of Trustees. This request is made in the spirit of 91-A to ensure that all policy related discussions and decisions take place during formally posted monthly meetings where meeting minutes will reflect and support actions taken during those meetings. It will also ensure that Salem's Board of Selectmen is aware of requests and inquiries directed to Kelley Library from Town of Salem.

The Town of Salem and its Board of Selectmen have put forward a 2015 Warrant Article for the construction of a public safety facility. This article is number seven on the Town Warrant which will be voted upon by the registered voters of the Town of Salem on March 10, 2015. The construction of a public safety facility was endorsed by the Board of Selectmen and Budget Committee by majority votes. The article was not amended at Town Deliberative Session of February 7, 2015 and was moved to the Warrant as written.

A request was brought forward by me, Martha Breen as Chair of the Kelley Library Board of Trustees at Kelley Library Trustee meeting of February 17, 2015. The request concerned the availability of information pertaining to the aforementioned construction project, Article 7. The Trustees discussed the dissemination of information for this proposed public safety facility. The Trustees agreed that Kelley Library would host an information board to provide information to voters for this proposed publicly funded and Selectmen-endorsed project.

It was brought to my attention by Library Director Alison Baker that Selectman Stephen Campbell confronted Ms. Baker on Monday, February 23, 2015 demanding to know who gave permission for the dissemination of information for the public safety project. Ms. Baker explained that the Trustees had discussed the matter at its February 17, 2015 meeting and felt that the availability of information concerning the publicly proposed project was appropriate for Kelley Library, a public library.

Selectman Campbell brought the matter up at the Selectmen's meeting of Monday, February 23, 2015 questioning the decisions of Kelley Library, Salem Town Hall and Salem Senior Center to display information pertaining to the project. A motion was made at the Selectmen's meeting by Selectman Michael Lyons to approve of the dissemination of this information at public buildings in Salem to inform the voters. The motion was seconded and approved by a vote of 4-1 with Selectman Campbell in the minority.

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Because Selectman Campbell brought this matter to the attention of Salem's Board of Selectmen, he himself deemed the issue as a concern of the Selectmen. If Selectman Campbell wished to act upon the matter as a member of the public, he could have addressed the issue at the next meeting of the Trustees as this is current Trustee policy. Kelley Library Board of Trustees meets monthly.

Again, it is my request, as Chair of the Kelley Library Board of Trustees that all inquiries and concerns from members of the Board of Selectman that pertain to Kelley Library policies be formally addressed in writing from Chair of Salem Board of Selectmen to Chair of Kelley Library Board of Trustees. Formal written requests will ensure that all discussions and actions taken accordingly are part of meeting records for both Boards and addressed appropriately at posted meetings.

Thank you for your assistance.

Sincerely,



Martha D. Breen
Chair, Kelley Library Board of Trustees

cc: Keith Hickey, Town Manager, Town of Salem
Alison Baker, Director, Kelley Library

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