

LIBRARY TRUSTEES' MEETING
November 19, 2018

PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks and Natalie Ducharme present. Kathleen Norton called the meeting to order at 5:29 PM.

MINUTES

On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees unanimously voted to accept the minutes for the October 29, 2018 public meeting.

TREASURER'S REPORT

Kathleen Norton reported the current balances of the Trustees' accounts as follows:

Checking Account (Salem Coop Bank)	\$ 45,788.89
Certificate of Deposit (Salem Coop Bank)	\$ 10,888.38
Subtotal	\$56,677.27
Brock Trust Fund Interest Acct (Salem Coop)	\$10,034.83
Marois Bequest Account (Salem Coop Bank)	\$ 1,023.88
Subtotal	\$ 11,058.71
Total Trustee Funds	\$67,735.98

There were no bills

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. The expenditure report for October has not yet been released by the Finance Department.

OLD BUSINESS

The first order of Old Business was 2019 Budget

The Trustees briefly discussed the final voted by the Budget Committee concerning the Library's 2019 proposed operating budget. The budget was passed 8-1.

The second order of Old Business was the Facility Projects

Ms. Ducharme reported that first phase of the flooring project which included the adult level, lower lobby, teen hallway and lobby bathrooms, has been completed. The second phase (childrens room and office) of the project is scheduled to start on Monday November 26th.

The Third order of Old Business was Credit Card

Kate Norton will contact the finance department at town to see what option exist.

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NEW BUSINESS

The first order of New Business was the Citizen's Petition Warrant Article

On a motion by Cindy Jury, seconded by Martin Isaks, the trustees unanimously voted to Mirror the SEA Contract rate. Ms. Baker will contact the finance director to get an exact figure for inclusion in the Warrant for final vote by the Trustees in December.

The second order of New Business was the succession plan

There was a lengthy discussion concerning the planning for the Library Director's succession. Martin Isaks attended a Library Trustee workshop about hiring and gave informational packets from this workshop to the trustees. Ideas from the workshop were discussed. Staff thoughts regarding what to look for in the next director were presented. Ideas for a search committee and time line were discussed. A possible search committee could include trustees, Natalie Ducharme, staff member at-large, town employee (perhaps someone from one the advisory boards – council on aging or historical commission) and a Salem citizen. Advertising the position locally, regional and nationally were discussed and a national search was ultimately discarded. Kate Norton suggested contacting Deb Hoadley as a consultant. A consultant could assist the search committee with writing the posting, reviewing applications, setting a timeline and phone interviews. A revised job description for the Director's position had been developed along with the other library positions. I did tell the trustees that your job description had been revised when we reviewed all the job descriptions. Kate Norton will contact Deb Hoadley to gather more information.

DIRECTOR'S REPORT

The Trustees reviewed the printed report. Natalie Ducharme reported that the supervisory staff is working on a protocol for emergencies.

TRUSTEE MATTERS

Martin Isaks brought up the topic of wreaths with a view of having more and/or different wreathes. There was some discussion.

PUBLIC MATTERS

There were no Public Matters

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting for December 10th 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 6:43 PM.