

# LIBRARY TRUSTEES' MEETING

## September 20, 2016

### PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 4:00 PM.

### MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to accept the minutes for August 23, 2016.

### TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$41,735.27 in the Salem Co-op checking account and \$10,768.53 in the Certificate of Deposit, \$8,379.79 in the Brock Trust Account and \$3,270.37 in the Marois Fund account, for a total of \$64,153.96.

There were 4 bills for consideration:

Isabella Stewart Gardner Museum (Pass)	\$ 195.00
Museum of Science (Pass)	\$ 700.00
Museum of Fine Arts (Pass)	\$ 475.00
Demco	\$1,449.13
<b>Total Bills</b>	<b>\$2,819.13</b>

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the Treasurer's Report as printed and pay the bills as presented for a total of \$2,819.13.

The Trustees reviewed the spreadsheet tracking the Trustees funds for August, as well as the Expenditure Report for the Operating Budget for July.

### OLD BUSINESS

The first order of Old Business was the proposed 2017 Operating Budget. The Trustees briefly discussed the memo for the Budget Committee. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to send the Budget Committee the same memo submitted to the Selectmen.

The request by Selectman McBride that all new employees must be limited to only selecting the HSA health plan was discussed at length. While the Trustees are moving away from mirroring the SEA Union contract, there was the thought that if the Union offers several health choices, we should as well. Ms. Baker said that she currently strongly encourages new staff to join the HSA. After a lengthy discussion, the Trustees

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decided to wait to see what the new contract would offer. Ms. Baker was asked to find some additional information for the next meeting.

The Trustees reviewed the Budget Calendar and noted the next important dates.

The second order of Old Business was the proposal for purchase. Ms. Baker reported that all items approved for purchase by the Trustees, using Trustee funds, have been purchased and paid for. There was an overall savings of \$1,462.00 from the proposal to actual costs.

### **NEW BUSINESS**

The first order of New Business was the Investment Policy Review. The Trustees reviewed the policy, required by RSA annually. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to reaffirm the Investment Policy. Ms. Baker will send a copy to the State as required.

The second order of New Business was Facility Planning. Ms. Baker distributed a list of potential facility projects. The Trustees reviewed at length, with much discussion. It became clear that any given project would inevitably include other projects on the list. Ms. Baker was given a list of projects to get estimates and professional opinions on, and the list was prioritized. The Trustees decided to start with painting the exterior, exterior lighting at the front, and updating the smoke detectors. Asbestos issues with the window frames will be part of the painting project, based on recommendations from the company that did asbestos work for the library previously. The Trustees will continue with the discussion as estimates and recommendations come in.

### **DIRECTOR'S REPORT**

The Trustees reviewed the report for August 2016. Ms. Ducharme, Asst. Director, spoke at length about the events for the Community Stories celebration.

### **TRUSTEE MATTERS**

There were no Trustee matters

### **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 October 25, 2016 at 5:30 PM at the library.

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On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to adjourn the meeting at 5:20 PM.