

# LIBRARY TRUSTEES' MEETING

December 18, 2012

## PRESENT

Martha Breen, Annette Cooke, Kathleen Norton, Michele Garneau and Alison Baker were present. Martha Breen called the meeting to order at 5:37 PM.

## MINUTES

On a motion by Annette Cooke, seconded by Martha Breen, the Trustees voted unanimously to accept the minutes of November 28, 2012.

## TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$48,858.85 in the Salem Co-op checking account and \$10,499.26 in the Certificate of Deposit, \$7,456.87 in the Brock Trust Account and 4,955.14 in the Marois Fund account, for a total of \$71,770.12.

There were two bills to consider for a total of \$5,836.00:

Grolier	\$3,416.00
Newsbank	\$2,420.00

The Trustees discussed the purchase of a total of 6 databases, 5 through Grolier and 1 through Newsbank. After some discussion, on a motion by Kathleen Norton, seconded by Annette Cooke, the Trustees voted unanimously to pay \$3,416.00 for the Grolier databases and \$2,420.00 for the Newsbank database for a total of \$5,836.00.

The Trustees reviewed the expenditure report for November 2012. They also reviewed the projected budget for year end. The budget will be extremely tight. Current projections show less than \$2000 remaining at the end of the budget year.

## OLD BUSINESS

The first order of Old Business was the budget and warrant articles. The Trustees discussed the need to replenish the Employee Separation Fund after the two recent departure of staff through a Warrant Article. Because there would be not enough left in the 2012 budget to provide sufficient funds, the Trustees would be asking the taxpayers to raise the funds. The Trustees decided that a warrant was necessary to prepare for the potential retirements of a significant number of staff over the next 5 years. On a motion by Kathleen Norton, seconded by Annette Cooke, the Trustees voted unanimously to put forward a Warrant to raise \$27,000 to replenish the Employee Separation Fund.

The Trustees reviewed a rough draft for a memo to send to the Selectmen and the Budget Committee in regards to the Warrant article. Several changes were made, and Ms. Baker was instructed to send copies out by the end of the year.

The Trustees reviewed the budget calendar as pertaining to Warrant Articles. Ms. Baker was asked to double check the dates.

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### NEW BUSINESS

The first item of New Business was the Teen Space Use Policy. This new policy is intended to ensure that the Teen Space will be used appropriately and specifically by teens, and was drafted by Michele Garneau, Assistant Director. The Trustees will review and discuss at the next meeting.

The second item of New Business was the Staff Retreat and Civil Rights Day. Ms. Baker reported that Civil Rights Day, January 21<sup>st</sup> is now an observed holiday for the town. Since that had been used as the Staff Retreat Day in the past, Ms. Baker asked the Trustees to approve closing the library until 1PM on Friday, January 11<sup>th</sup> to provide for an abbreviated Staff Day. After some discussion, the Trustees agreed to schedule the mandatory Staff Retreat for the morning of January 11<sup>th</sup>.

### DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights.

### TRUSTEE MATTERS

Mrs. Cooke brought up concerns of a patron about the usage of the Quiet Study. Ms. Baker explained that it had been used frequently in December for programming due to the Lancaster Room being remodeled. In January, it will be fully available except for Wednesday and Thursday evenings. The book discussion groups and the knitting group will be meeting there.

### PUBLIC MATTERS:

There were no public matters.

### DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for February 6<sup>th</sup> at the library at 5:30 PM.

On a motion by Kathleen Norton, seconded by Annette Cooke, the Trustees voted unanimously to adjourn the meeting at 6:25 PM.