

LIBRARY TRUSTEES' MEETING

August 16, 2021

5:30 PM

PRESENT

Kathleen Norton, Martin Isaks, Amy Wallace Natalie Ducharme and Lauren Stevens. Kathleen Norton called the meeting to order at 5:33 PM.

MINUTES

The minutes of the July 27, 2021 were discussed and revised for clarity. On a motion by Amy Wallace, seconded by Martin Isaks, the Trustees unanimously decided to accept the revised minutes for July 27, 2021.

TREASURER'S REPORT

The Trustees reviewed the printed copies of July Treasurer's report and the July Expenditure reports. Ms. Ducharme reported the Brock Trust donated just over \$2,200 to the library this year. Each year this donation given to the trustees. The trustees then give the donation to town to help offset the library's Materials of Trade line item pursuant to the terms of the Brock Trust. The trustees discussed increasing the amount that is given to town since the projected donation in the 2021 budget was \$1,575. On a motion by Martin Isaks, seconded by Amy Wallace the trustees unanimously decided to give \$2,200 to the Town of Salem to help offset the Materials of Trade line item within the library's 2021 budget.

Balances in trustee's accounts are as follows:

Checking Account (Salem Coop Bank)	\$57,232.24
Certificate of Deposit (Salem Coop Bank)	\$11,149.26
Subtotal	\$68,381.50
Brock Trust Fund Interest Acct (Salem Coop)	\$ 10,428.58
Subtotal	\$ 10,428.58
Total Trustee Funds	\$78,810.08

There were no bills for consideration for July 2021.

OLD BUSINESS

The first order of Old Business was Part Time employee wage adjustment in the 2021 budget.

After a thoughtful discussion regarding part time hourly wages, the trustees decided to increase the lowest rates of pay for part time employees. On a motion by Amy Wallace, seconded by Martin Isaks, the trustees unanimously voted to increase the lowest rate of pay for part time employees.

The second order of Old Business was Part Time Custodian wage adjustment in the 2021 budget.

Ms. Ducharme reported that as of the Trustee Meeting no one had applied for this position. The trustees discussed the Salem NH area current wages and job market. On a motion by Martin Isaks, seconded by Amy Wallace, the trustees unanimously voted to increase the hourly wage for this position. This warrant article.

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The third order of Old Business was 2022 budget.

The trustees reviewed a revised 2022 budget with updated information provided by the Finance Department. The trustees discussed the impact of part time wage adjustments for the 2022 budget. One a motion by Amy Wallace, seconded by Martin Isaks, the trustees unanimously decided to accept the budget of \$1,617,688. Ms. Ducharme will send the 2022 budget and supporting documentation to the Finance Department.

The fourth order of Old Business was the New Federal Holiday - Juneteenth.

This item was tabled. The trustees with discuss this later in the year when discussing all holidays for 2022.

NEW BUSINESS

The first order of New Business was the Trustee Code of Ethics policy.

The trustees reviewed the Trustee Code of Ethics policy recommended by the New Hampshire Library Trustee Association. On a motion by Martin Isaks, seconded by Amy Wallace the trustees voted unanimously to adopt this policy. Ms. Ducharme was directed to bring printed copies of this policy to the next meeting for inclusion in each member's Library Trustee Manual.

The second order of New Business was a Trustee Fraud Policy.

The Trustees discussed the potential need for a Trustee Fraud Policy. Ms. Ducharme was directed to research this and bring sample Trustee Fraud Policies to the next meeting.

DIRECTOR'S REPORT

The Trustees reviewed the printed report for July. June was the kick off for Summer Reading. Ms. Ducharme reported that Summer Reading Program participation become stronger as the program went on with July being busier than June. In person programs and pickup crafts continue to be especially popular.

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:

-Tuesday, Sept 28, at 5:30PM at Kelley Library, Beshara Room

ADJOURNMENT

On a motion Amy Wallace, seconded by Martin Isaks, the Trustees voted unanimously to adjourn the meeting at 7:05 PM.