

LIBRARY TRUSTEES' MEETING  
August 29, 2017

**PRESENT**

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 5:33 PM.

**MINUTES**

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to accept the minutes for July 29, 2017.

**TREASURER'S REPORT**

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$48,563.73 in the Salem Co-op checking account and \$10,807.93 in the Certificate of Deposit, \$9,498.49 in the Brock Trust Account and \$1,772.41 in the Marois Fund account, for a total of \$70,642.56.

There were two bills for consideration:

Isabella Stewart Gardner Museum (Membership/pass)	\$195.00
Museum of Science (pass)	\$700.00

***Total Bills*** ***\$895.00***

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the Treasurer's report and pay the two bills as presented.

The Trustees reviewed the Expenditure Report for July 2017.

**OLD BUSINESS**

*The first order of Old Business was the 2018 Budget.*

The Trustees reviewed the proposed budget line by line and discussed at length. After careful evaluation and review, the Trustees settled on a final budget. On a motion by Cindy Jury, seconded by Martin Isaks the Trustees voted unanimously to submit the proposed 2018 Budget with a bottom line of \$1,526, 620. Ms. Baker will send over the materials to Town immediately

The Trustees then reviewed a draft memo to the selectmen. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to send the memo as written.

The Trustees postponed further discussion of Facility Project until the next meeting, waiting for further quotes.

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### **NEW BUSINESS**

*The first order of New Business was the Reaffirmation of the Investment Policy.*

The Trustees conducted their annual review of the Investment Policy, and discussed it briefly. The policy is required by state law, as is the annual review. On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to reaffirm the Investment Policy as written.

### **DIRECTOR'S REPORT**

The Trustees reviewed the report. Ms. Baker mentioned that the change to a 4 week circulation period for most of the adult collection had been received very well by library users. Ms. Ducharme reported a number of likes on Facebook.

Ms. Baker reported briefly about the work in the Children's Room recommending that the Trustees take a look if they hadn't already seen the changes.

### **TRUSTEE MATTERS**

Martin Isaks asked that new keyboards be deployed on the public computers.

### **PUBLIC MATTERS**

Ms. Baker reported that the individual who had contacted the Trustees about the cost of damaged books and responded to the Trustee decision. In an email, the individual said that she was content with the decision and thanked the Trustees for their prompt attention to the situation.

### **DATE AND TIME OF NEXT MEETING**

The Trustees set the date and time for the next meeting for September 26, 2017 at 7:00 PM at the library.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to adjourn the meeting at 6:47 PM.