

LIBRARY TRUSTEES' MEETING

September 26, 2017

PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 7:04 PM.

MINUTES

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

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows:

Checking Account (Salem Coop Bank)	\$ 48,871.27
Certificate of Deposit (Salem Coop Bank)	\$ 10,807.93
Subtotal	\$59,679.20
Brock Trust Fund Interest Acct (Salem Coop)	\$ 9,498.49
Marois Bequest Account (Salem Coop Bank)	\$ 1,772.56
Subtotal	\$11,271.05
Total Trustee Funds	\$70,950.25

There was one bill for consideration:

Museum of Fine Arts (Museum Pass)	\$475.00
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Total Bills	\$475.00
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On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the Treasurer's report and pay the bill as presented.

The Trustees reviewed the Expenditure Report for August 2017.

OLD BUSINESS

The Trustees addressed an order of Old Business not on the agenda: 2018 Budget

The Trustees had been informed of a nearly \$20,000 reduction in the 2018 projected health care costs earlier in the month. Through an email discussion, the Trustees had agreed to reduce the bottom line by \$11,000 to bring the total under the 2017 level, and move the rest into the Materials of Trade line.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously for the revised bottom line and the change to the Materials of Trade line due to the reduction in proposed health care costs.

LIBRARY TRUSTEES' MEETING

September 26, 2017

The Trustees then reviewed a drafted revision of the presentation to the Selectmen, reflecting the change in the 2018 proposed operating budget. The Trustees reviewed the Budget calendar for the dates for presentation.

The first order of Old Business was Facility Projects

With 2 new estimates, the Trustees reviewed the potential facility projects and costs, with a view for creating a multi-year plan and development of a warrant article for the costs. After a lengthy discussion, Ms. Baker was asked to get additional estimates for the carpeting/tile project, as well as seeing if the smoke detector project could be pieced out over several years through the operating budget. Additionally, she was instructed to move ahead with the small paving project intended to remove a speed bump at the driveway entrance, and repair the pothole there.

NEW BUSINESS

The first order of New Business was the Library Dress Code.

Ms. Baker reported that work was being done to clarify the existing Business Casual dress code in response to staff asking for specifics. She asked the Trustees if there was anything that they specifically recommended for inclusion. After a brief discussion, Ms. Baker promised to present a proposed Dress Code Policy at the next meeting.

The second order of New Business was the Internet Policy Update.

Ms. Baker reported that while responding to a request for policy help to Plaistow, Ms. Ducharme had noted that the policy needed minor updates. The Trustees reviewed the proposed changes: updating the length of time using sitdowns, and adding a section about available laptops and Chromebooks. After some consideration, they agreed to the update. On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to accept the updated Internet Policy.

DIRECTOR'S REPORT

The Trustees reviewed the report.

TRUSTEE MATTERS

Martin Isaks had a number of topics to discuss:

1. He thanked Ms. Baker for the prompt replacement of the worn keyboards as recommended at the last meeting.
2. He thanked Ms. Ducharme for including the READS dog in her monthly column in the Salem Life. He suggested that the name of the individual book group be included with the titles being discussed. He believed that it would be helpful for readers interested in participating to know which book group to attend. Ms. Ducharme will do so.
3. He asked how the book sale went. Ms. Baker reported that a lot of books were sold, and raised some \$480 at \$1.00/bag.

LIBRARY TRUSTEES' MEETING

September 26, 2017

4. He asked why we hadn't followed up on a presentation of the CR plans and further suggested that such reorganizational plans should be a board decision. Chair Kate Norton pulled out the plan that had been presented in June as a reminder. She and Cindy Jury were in agreement that such changes were not policy or budgetary and thus not a board responsibility. There was much discussion, ending with a general agreement that it would remain the director's decision.

PUBLIC MATTERS

The Trustees received an unsigned list of recommendations for improvements to serving handicapped patrons. There was extensive discussion of the suggestions. The Trustees regretted that there was no one to respond to directly to thank them for taking the time to make these recommendations. Ms. Baker will work with the appropriate staff to address the recommendations, and report back to the Trustees at the next meeting.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting for October 24th 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 8:23 PM.