

# LIBRARY TRUSTEES' MEETING

May 26, 2015

## PRESENT

Kathleen Norton, Kathleen Norton, Cindy Jury, Natalie Ducharme and Alison Baker were present. Kathleen Norton called the meeting to order at 5:31 PM.

## MINUTES

On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to accept the minutes for the April 21, 2015 public meeting as printed.

## TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$60,189.10 in the Salem Co-op checking account and \$10,711.08 in the Certificate of Deposit, \$7,322.08 in the Brock Trust Account and \$3,265.96 in the Marois Fund account, for a total of \$81,488.22.

There were 5 bills for consideration:

New England Aquarium (Museum Pass)	\$ 650.00	
Office Depot	\$ 119.98	
Distinctive Window Coverings (blinds)	\$1,999.00	
Amazon (carpets)	\$ 330.83	
National Business Furniture	\$1,987.00	
	<b>Total Bills</b>	<b>\$5,086.81</b>

On a motion by Martha Breen, seconded by Cindy Jury, the trustees voted unanimously to accept the Treasurer's Report, and to pay the bills as presented.

The Trustees then reviewed the expenditure report for Apr. 2015.

Ms. Baker reported to the Trustees that the hearing in relation to the Mary E. Brock trust was cancelled due to the issue being resolved.

## OLD BUSINESS

The first order of Old Business was policies. The Trustees reviewed the 4 for consideration: Smoking (Policy 33); Computers, Email and the Internet (Policy 15); Leave and time off: Grandfathered; and Leave and time off: New Employees (Policy 10). On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to accept the Smoking Policy as written. Cindy Jury recommended changing the wording in section 15:4 of Policy 15 from you write to written. The other Trustees agreed. On a motion by Cindy Jury, seconded by Martha Breen the Trustees voted unanimously to approve the updated section 15:4 with the correction. After extensive discussion, the Trustees put off further decisions concerning the two versions of Policy

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10 in order to reflect very recent changes in the SEA contract that the Trustees use as a guide.

The second order of Old Business was the Trustee Fund purchase. Ms. Baker distributed an updated report of the purchases the Trustees had approved previously. The total came in under budget at \$4,316.89 a savings of \$1,184.

## **NEW BUSINESS**

The first order of New Business was 2016 Budget preliminary. The Trustees reviewed the new format for the budget forms. They also talked generally about what to consider including in the 2016 budget. The Trustees looked again at the costs of adding Sunday hours and the cost of changing the daily hours to 9-8:30 weekdays. Ms. Baker asked the Trustees to let her know if there were any projects they would be interested including in the 2016 budget. Ms. Baker briefly highlighted a few that had already been proposed by staff, including lawn equipment. Cindy Jury asked if it would be more cost effective to use a lawn service. The Trustees discussed at length the SEA contract, potential further changes to the offered health plans, and staffing. The Trustees asked Ms. Baker for a leave model for part-time staff based on the new model for full-time employees. Ms. Baker presented the idea of leasing some spaces to school students as an alternate way to raise funds for the fees and charges line. The trustees discussed at length and will revisit at a future dae.

The second order of New Business was Graduation. Ms. Baker alerted the Trustees to the plan to close early on Graduation night, June 12<sup>th</sup> as has become the practice for some years now.

## **DIRECTOR'S REPORT**

The Trustees reviewed April's report.

## **TRUSTEE MATTERS**

There were no public matters.

## **PUBLIC MATTERS**

There were no public matters.

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

The date and time for the next meeting was set for June 29<sup>th</sup> at 5:30PM at the library.

On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 6:48 PM.