

LIBRARY TRUSTEES' MEETING

October 24, 2017

PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 7:01 PM.

MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to accept the minutes for September 26, 2017.

TREASURER'S REPORT

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

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|---|--------------------|
| Checking Account (Salem Coop Bank) | \$ 49,677.27 |
| Certificate of Deposit (Salem Coop Bank) | \$ 10,815.15 |
| Subtotal | \$60,492.42 |
| | |
| Brock Trust Fund Interest Acct (Salem Coop) | \$ 9,500.08 |
| Marois Bequest Account (Salem Coop Bank) | \$ 1,772.71 |
| Subtotal | \$11,272.79 |
| | |
| Total Trustee Funds | \$71,765.21 |

Bills for consideration:

| | |
|---|------------------|
| McAuliffe-Shepard Discover Center (Museum Pass) | \$300.00 |
| Boston Children's Museum (Museum Pass) | \$700.00 |
| SEE Science Center (Museum Pass) | \$200.00 |
| | |
| Total Bills | \$1200.00 |

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

The Trustees reviewed the Expenditure Report for September 2017.

OLD BUSINESS

The first order of Old Business was Facility Projects

Ms. Baker distributed an updated outline of the possible facility projects and costs based on estimates from vendors. She also broke out the carpeting project and the fire box/smoke detector projects and priorities for 2018 warrant articles. The Trustees discussed at length, mindful that the cost of both would raise the bottom line of the 2018 budget nearly 8%. Ms. Baker provided a breakdown of costs for the carpeting project should the Trustees wish to make this a multi-year process. The feasibility to do the same with the other project was

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discussed as well. Ms. Baker was directed to see what could be done about breaking up the fire box/smoke detectors project into manageable phases. The Trustees will revisit at the next meeting.

The second order of Old Business was Dress Code

The Trustees reviewed the proposed Dress Code policy and the dress code information for inclusion in the Employee Handbook. After some discussion, the Trustees decided to move forward with the dress code policy as presented. On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to accept the Dress Code Policy. It will go into effect January 1, 2018.

The third order of Old Business was the 2018 Budget

Ms. Baker reported on the Selectmen's vote concerning the library's proposed budget, and that it had been voted through. The Trustees then reviewed the Budget Calendar. The next important date was the presentation to the Budget Committee scheduled for Wednesday, November 1 at 7PM at the Media Center at the High School. Ms. Baker will check into how to access the center considering the ongoing construction.

The Trustees addressed an order of Old Business not on the agenda: Holiday Decorations

Martin Isaks moved, for discussion, that the Trustees do some holiday decorations. An extensive discussion followed with the Trustees looking for a balance between being welcoming and not espousing a religious holiday. The Trustees decided to look for specific decorations for the entrances. Kate Norton seconded the motion, and it was approved unanimously.

NEW BUSINESS

The first order of New Business was the Transfer of Brock and Marois Funds.

Ms. Baker presented the signature sheet for receipt of the annual Brock income. As treasurer, Martin Isaks signed and the sheet will be sent in as requested. Additionally, Ms. Baker reported that it was time for the designated funds from the Marois and Brock accounts to be sent to Town to offset the budget as outlined in the 2017 operating budget. She gave Martin Isaks the documentation relating to the process. On a motion by Cindy Jury, seconded by Martin Isaks, the trustees voted unanimously to approve the withdrawal of \$2,200 from the Marois and Brock accounts to send to the Town of Salem.

DIRECTOR'S REPORT

The Trustees reviewed the report.

TRUSTEE MATTERS

Kate Norton asked that a step stool be added to the bathrooms in the children's rooms to assist children in washing their hands.

PUBLIC MATTERS

Ms Baker updated the Trustees on response to the concerns brought to the Trustees at the prior meeting by a library user. She said the area out front had been cleaned, the book drops freshly painted. The handicap parking spot had been painted for visibility, and an additional sign had been put up. The homebound delivery service will be promoted strongly to encourage elderly or people unsteady on their feet to use the delivery during the winter. And finally, she presented the idea of installing a covered entry at the front door that would extend the width of the paved entry area and out to, but not including the front drive. This would

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prevent the icing issues we see during the winter at that side of the building. She handed out options and an estimate of just under \$4000 for the installed structure. Ms. Baker will investigate some questions raised. The Trustees were interested and discussed, deciding to make a decision at the next meeting.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting for November 20th 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 8:25 PM.