

LIBRARY TRUSTEES' MEETING

June 28, 2016

PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 5:36 PM.

MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to accept the minutes for May 18.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$43,918.84 in the Salem Co-op checking account and \$10,757.70 in the Certificate of Deposit, \$6,496.01 in the Brock Trust Account and \$3,269.54 in the Marois Fund account, for a total of \$64,442.09.

There were 7 bills for consideration:

Wildlife Encounters (Kiwanis Gift)	\$355.00
S&S Worldwide (Program supplies, Kiwanis Gift)	\$418.55
Demco (Furnishing)	\$920.11
America's Stonehenge (Passes)	\$120.00
NH Historical Society	\$ 75.00
Alison Baker (reim SRC supplies, Kiwanis Gift)	\$278.79
K-Log (Furnishings)	\$680.11

Total Bills

\$2,847.56

On a motion by Cindy Jury, seconded by Martin Isaks, the trustees voted unanimously to accept the Treasurer's Report as printed, and to the payment of the bills totaling \$2,847.56.

The Trustees reviewed the spreadsheet tracking the Trustees funds for May, as well as the Expenditure Report for the Operating Budget for April.

Ms. Baker reported the annual payment from the Brock Funds had been deposited. This year's payment was \$1,881.79.

OLD BUSINESS

The first order of Old Business was the Staff Handbook. The Trustees, having reviewed the rest of the handbook, provided a few corrections and clarifications to be included. Additionally, a change to the procedure for scheduling time off was proposed. After some discussion, the Trustees decided to include the change. Ms. Baker will make the

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suggested revisions and provide a complete copy of the revised edition for the Trustees' vote at the next meeting.

The second order of Old Business was the HVAC for the Beshara Room. Ms. Baker distributed copies of the bids received, and the selection of NETR LLC's bid.

The third order of Old Business was the 2017 budget. The Trustees looked through the Budget Calendar, noting critical dates in the fall, and selecting the date for submitting the budget to Town. Ms. Baker distributed a very preliminary budget, explanatory sheets, and quotes for discussion. Figures provided by Town had not yet been made available. The Trustees talked at length about the various lines and made recommendations about additional projects to investigate. Sunday hours were also discussed as to what year to institute, how to handle snow removal, and how best to ask for funding. Ms. Baker will pursue the Trustees' ideas.

NEW BUSINESS

The first order of New Business was the update of wage levels and the corresponding positions. Positions and levels no longer in use had been removed, and the Librarian I and Administrative Assistant levels had been merged. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to approve the changes to the wage levels.

The second order of New Business was new and updated public services policies. Ms. Baker distributed a proposed updated Teen Room Policy, and a proposed new policy governing the safety of minors at the library. The Trustees discussed at length and suggested several changes. Ms. Baker will rework the policies reflecting the suggestions, and present further discussion at the next meeting.

DIRECTOR'S REPORT

The Trustees reviewed the report for May 2016. Ms. Baker reported about the ant and mouse infestation.

TRUSTEE MATTERS

Martin Isaks asked that Chris Colella be complimented on the planting in the barrels, they are especially well done this year. The other Trustees agreed.

PUBLIC MATTERS

There were no Public matters.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting for July 26th at 3:00 PM at the library.

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On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to adjourn the meeting at 6:56 PM.