

# LIBRARY TRUSTEES' MEETING

December 11, 2017

## PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 6:02 PM.

## MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to accept the minutes for November 20, 2017.

## TREASURER'S REPORT

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

Checking Account (Salem Coop Bank)	\$ 49,466.02
Certificate of Deposit (Salem Coop Bank)	\$ 10,822.37
Subtotal	\$60,277.39
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,051.53
Marois Bequest Account (Salem Coop Bank)	\$ 1,022.93
Subtotal	\$ 9,073.46
<b>Total Trustee Funds</b>	<b>\$69,350.85</b>

There were no bills:

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

## OLD BUSINESS

*The first order of Old Business was Warrants:*

Ms. Baker presented the proposed warrants for final approval. She reported that she had asked the town Finance Director to review the wording. She also reported that the Finance Director asked if the Trustees would consider not using the unused fund balance since it was critically low this year. While the funds would have been covered by the unexpended 2017 Library Operating Budget, the Trustees agreed. The Trustees looked over the documents. On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to bring forward the two Citizens Petition Warrants as written.

The Trustees signed the Warrants which will be put out at the library for additional signatures. The Trustees reviewed a draft memo for the Selectmen and Budget Committee. The Trustees will contact Ms. Baker directly with any revision suggestions. The Trustees then reviewed the Budget Calendar.

*The second order of Old Business was the Children's Bathroom*

Ms. Baker reported on the progress. After some delays with the original plumber, another Salem plumbing firm was found who is ready to do the project within the approved budget. The project will be completed by

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the end of the year. Cindy Jury suggested that this project be highlighted in the Library's report for the Town Report. Ms. Baker and Kate Norton will include in each of their documents.

### *The third order of Old Business was the other Facility Projects:*

Ms. Baker reported that Sea Coast Security was set to do the Firebox and detectors project within the next 2 weeks. It had looked as though it would be delayed until January, but Sea Coast was able to reschedule within 2017.

### **NEW BUSINESS**

*There was no New Business*

### **DIRECTOR'S REPORT**

The Trustees reviewed the report. Circulation figures were demonstrating that the longer circulation period was working, and more was being taken out. Additionally, the visits per day is remaining high, indicating lots of foot traffic as well.

### **TRUSTEE MATTERS**

There were no Trustee matters.

### **PUBLIC MATTERS**

#### *Customer re computer use*

Ms. Baker explained that she had put in the topic in response to a customer saying he was going to come to the meeting about the use of computers on the main floor. Ms. Baker explained that they were being actively and appropriately being used regularly afterschool by teens, as well as the dedicated teen computers. An older customer was questioning their use. Ms. Baker reported that samplings had been done proving that the teens were using their own, adult cards properly issued to them. The Trustees were delighted to hear that teens were using the space in a positive way.

### **NON-PUBLIC SESSION**

At 6:32 PM, Cindy Jury made the motion that the Trustees move to a non-public session pursuant to RSA 91A:31la, pertaining to personnel. Martin Isaks seconded. Cindy Jury asked for a roll call vote: Cindy Jury voted in the affirmative, Martin Isaks voted in the affirmative, and Kate Norton voted in the affirmative. The motion passed. Natalie Ducharme excused herself from the rest of the meeting.

The Trustee came out of Non-Public Session at 6:55 PM.

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

The Trustees set the date and time for the next meeting for February 5<sup>th</sup> at 6:00 PM at the library.

On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 7:05 PM.