

# LIBRARY TRUSTEES' MEETING

January 6, 2015

## **PRESENT**

Martha Breen, Kathleen Norton, Cindy Jury, Alison Baker and Natalie Ducharme were present. Martha Breen called the meeting to order at 5:30 PM.

## **MINUTES**

On a motion by Cindy Jury, seconded by Kathleen Norton, the Trustees voted unanimously to accept the minutes for the December 2, 2014 public meeting as printed.

## **TREASURER'S REPORT**

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$37,660.67 in the Salem Co-op checking account and \$10,681.33 in the Certificate of Deposit, \$8,767.56 in the Brock Trust Account and \$4,114.24 in the Marois Fund account, for a total of \$61,224.14. The Trustees reviewed the monthly Trustee funds budget report with Ms. Baker answering questions as they arose.

There was one bills:

Currier Museum of Art (pass)	\$80.00
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On a motion by Kathleen Norton, seconded by Cindy Jury, the Trustees voted unanimously to pay the bill for the Currier Museum of Art pass for \$80.00 and accept the Treasurer's Report as presented.

The Trustees then reviewed the expenditure report for November 2014, with Ms. Baker answering questions as they arose.

The Trustee's CD is up for renewal. The Trustees examined the various options offered by the Salem Cooperative Bank. On a motion by Kathleen Norton, seconded by Cindy Jury the Trustees voted unanimously to renew with the 17 month special at .9% or the 18 month at .7% should the 17 month not be available.

## **OLD BUSINESS (should have been New Business)**

The first order of Old Business was the health benefits. The SEA union, which the Library mirrors for benefits, is offering an HSA Option with the sign-up deadline extended through January 16<sup>th</sup>. Ms. Baker distributed information that HR had sent over. After some discussion, Ms. Baker was directed to attend an informational presentation at Town on the 7<sup>th</sup> to clarify the program.

## **NEW BUSINESS (should have been Old Business)**

The first order of New Business was Warrant Articles. The projected available unexpended funds from the 2014 budget had been clarified, allowing the Trustees to have a specific sum for the Separation Warrant. On a motion by Kathleen Norton,

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seconded by Cindy Jury, The Trustees voted unanimously to specify \$10,000 for the Expendable Trust Fund Warrant for employment separation. The Trustees went over the Budget calendar and made plans accordingly.

The Trustees reviewed their memos to the Selectmen and Budget Committee as support for the Warrants.

The second order of New Business was the Main Floor redesign, part 2. Ms. Baker reported that the project was completed, had been done easily and quickly. There has been a great deal of positive feedback from staff and the public.

Ms. Baker distributed copies of the current Meeting Room Policy for the Trustees to review for discussion at the next meeting. The policy was last reviewed in 2009 and needs to be looked at for potential updates and revisions.

Ms. Baker distributed her Director's Report for the Town Annual Report. Documents for the report need to be submitted to Maureen Witley by Monday, January 12. Martha Breen agreed to work on the Trustee Report.

## **DIRECTOR'S REPORT**

The Trustees reviewed 2 months' worth of reports: November and December.

## **TRUSTEE MATTERS**

Martha Breen apologized for a conflict preventing her attending the Warrant meetings. Ms. Baker and Cindy Jury will be ready to answer questions.

## **PUBLIC MATTERS**

There were no public matters.

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

The date and time for the next meeting was set for February 11<sup>th</sup> at 7 PM at the library.

On a motion by Kathleen Norton, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 6:40 PM.