

# LIBRARY TRUSTEES' MEETING

## May 30, 2017

**PRESENT**

Kathleen Norton, Cindy Jury, Martin Isaks, and Alison Baker were present. Kathleen Norton called the meeting to order at 5:33 PM.

**MINUTES**

On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted to accept the minutes for April 10, 2017.

**TREASURER'S REPORT**

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$45,087.28 in the Salem Co-op checking account and \$10,797.07 in the Certificate of Deposit, \$7,635.06 in the Brock Trust Account and \$1,771.96 in the Marois Fund account, for a total of \$65,291.37. There were 4 bills:

NHIA Teti Library (lost book)	\$ 14.95
NH Library Trustees Assoc. (annual dues)	\$150.00
America's Stonehenge (Museum Pass)	\$120.00
NE Aquarium (Museum Pass)	\$650.00

<b>Total Bills</b>	<b>\$934.95</b>
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On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the Treasurer's report.

The Trustees reviewed the Expenditure Report for April 2017.

**OLD BUSINESS**

The first order of Old Business was the Repainting Project.

The Trustees reviewed the 3 bids submitted for the project:

<i><b>Contractor Vendor</b></i>	<i><b>Lump sum</b></i>	<i><b>References</b></i>
<i>A.J Atwood 337 Haverhill Rd Chester NH 03036 603-887-4468</i>	<i>\$29,800.00</i>	<i>Y</i>
<i>Crepeau Painting Co. 111 Brady Ave Salem NH 03079 603-234-4033</i>	<i>\$11,750.00</i>	<i>N</i>
<i>Hate to Paint, LLC 16 James Street ext. Derry NH 03038 603-759-2814</i>	<i>\$22,000.00</i>	<i>N</i>

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Ms. Baker reported that 2 of the bids exceeded not only the funds budgeted, but the \$20,000 threshold requiring a full bid process. Ms. Baker reported that one of the bidders had discovered lead paint issues on the I beams late in the process, with the additional cost reflected in their bid. The other contractors were advised of the issue and given the opportunity of a week's extension to adjust their bid as needed to cover the lead issue. No changes had been received. The Trustees could either select the lowest bid, or postpone the project an additional year and raise more funds to cover the cost. The Trustees discussed at length, ultimately deciding to opt for the lowest bid with an understanding that the contractor is aware of the issue, will address appropriately and within cost. On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to opt for the bid from Crepeau Painting Co.

The second order of Old Business was Circulation Rules and Policies.

Ms. Baker presented the Trustees with 2 policies that needed to be updated. The Circulation Policy changes included a lowering of the fine threshold from \$20 to \$10, to align more closely with the GMILCS consortial standard, as well as the updates in the circulation period from 2 to 4 weeks. The Trustees discussed, and decided to move forward with the plan which includes changing the circulation period for Adult older materials to 4 weeks. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the changes to the Circulation Policy.

The Registration Policy needed updates to include specifics about Juvenile card registration. The update reflected practice, but had not been included in the policy. On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to accept the proposed update.

The third order of Old Business was the Operating Hours Change:

Ms. Baker said that if the Trustees were agreeing to the new proposed operating hours, that the Kelley Library Policy 6: Hours section 6:1 needed to be updated to reflect the proposed change. After some discussion, the Trustees agreed to the operating hours change to go into effect September 1, 2017 at which point the hours would be M-F 9-8:30, S 9-2. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to the proposed operating hours change.

## **NEW BUSINESS**

The first order of New Business was the Graduation Closure.

Ms. Baker asked that the Trustees approve the early closure on the library on Salem High School's graduation day due to traffic and parking issues. Ms. Baker proposed that this become part of the Library's policy since it was now an annual practice. She was directed to bring that forward at a later meeting. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees unanimously agreed to closing at 5PM on the SHS graduation day.

The second order of New Business was the Children's Room Carpeting.

Ms. Baker reported that she had received a quote for replacing the carpeting in the children's room as a potential project by the Trustees. She said that Youth Services Librarian Laura Stevens had a plan for updating the whole room, and that the carpeting was a sensible addition. The Trustees discussed at length. Ms. Baker was directed to have Ms. Stevens present her plan for the room at a later meeting. Further discussion of the estimate was put off until that time.

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**DIRECTOR'S REPORT**

The Trustees reviewed the report for April 2017.

**TRUSTEE MATTERS**

There were no Trustee Matters

**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 June 20, 2017 at 5:30 PM at the library.

On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 6:39 PM.