

# LIBRARY TRUSTEES' MEETING

October 20, 2015

## PRESENT

Kathleen Norton, Martha Breen, Cindy Jury, and Alison Baker were present. Kathleen Norton called the meeting to order at 5:32 PM.

## MINUTES

On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to accept the minutes for the September 14, 2015 public meeting as printed.

## TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$49,310.08 in the Salem Co-op checking account and \$10,729.02 in the Certificate of Deposit, \$8,791.14 in the Brock Trust Account and \$3,267.34 in the Marois Fund account, for a total of \$72,097.58.

There were 4 bills for consideration:

Quill (Isaks donation)	\$ 199.98	
Demco (Isaks donation)	\$ 1,987.31	
Demco (Isaks donation)	\$ 2,436.28	
McAuliffe-Shepard Discover Center (pass)	\$ 250.00	
	<b>Total Bills</b>	<b>\$4,873.57</b>

On a motion by Martha Breen, seconded by Cindy Jury, the trustees voted unanimously to accept the Treasurer's Report as printed, and to the payment of the bills totaling \$4,873.57.

The Trustees reviewed the Treasurer's spreadsheet. The Trustees then reviewed the expenditure report for September 2015.

## OLD BUSINESS

The first order of Old Business was the 2016 budget and Warrant Petitions. The Trustees reviewed the schedule for meeting with the Budget Committee. Ms. Baker reported that the air conditioning unit for the Beshara Room was no longer working and couldn't be repaired. The Trustees discussed putting forward a Warrant to cover the cost of a replacement. Ms. Baker was directed to get an estimate.

The second order of Old Business was policies. On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to approve circulation policy 5.03 covering circulation of equipment. On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to approve the updated Collection Development policy.

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The third order of Old Business were the Core Competencies. The Trustees discussed the competencies, providing some corrections for Ms. Baker. They will continue the discussion at the next meeting.

The fourth order of Old Business was the recent large donation. Ms. Baker was directed to contact the donor and work out a plan for an official receipt of the donation now that we are close to finalizing all the purchases.

## **NEW BUSINESS**

The first order of New Business was meeting rooms – question concerning usage. Ms. Baker reported that there had been a query whether the Trustees would consider changing the policy to allow meetings after library hours. This would include payment to cover the cost of staffing after hours. The Trustees discussed at some length, ultimately deciding not to change the policy. The decision was based on a number of factors, key being the fact that there are a variety of other options for meeting space for a fee in the community, and the fact that the rest of the library cannot be locked off while providing access to the meeting room.

The second order of New Business was the release of funds from the Separation Account. The Trustees signed off on releasing \$4,162.63 representing the separation costs for two full time employees that left employment in 2015.

The third order of New Business was the new hire. The Trustees already had copies of the application from Laura Brennan who had been hired as the new Youth Services Librarian. Ms. Baker reported that she had started on Monday and was doing very well. The Trustees were pleased at Ms. Brennan's credentials and the potential of her work for the community.

The fourth order of New Business was the Poland Springs water and the Fees and Charges line in the Operating Budget. Ms. Baker reported that it was more challenging each year raise the funds to meet the \$10,000 budget for this line and the new programming line. She recommended that the Library no longer offer bottled water as of 1/2016 for a savings of about \$1000.00 per year. Staff had a variety of access points to water, in addition to the option of bringing their own. The Trustees agreed and recommended that the staff be alerted to the change as soon as possible.

## **DIRECTOR'S REPORT**

The Trustees reviewed the report. Martha Breen asked how the IKEA program was going. Ms. Baker said the staff was to be commended for taking it seriously and giving thoughtful feedback and responses. She asked the Trustees to consider allowing an in service day in 2016 to give the staff an opportunity to meet as a group. The Trustees asked Ms. Baker to investigate some potential dates.

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## **TRUSTEE MATTERS**

There were no Trustee matters

## **PUBLIC MATTERS**

There were no Public matters.

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

The date and time for the next meeting was set for November 17<sup>th</sup> at 5:30PM at the library.

On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 6:18 PM.