

# LIBRARY TRUSTEES' MEETING

May 8, 2014

## **PRESENT**

Kathleen Norton, Martha Breen, Cindy Jury, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 7:00 PM.

## **MINUTES**

On a motion by Martha Breen, seconded by Kathleen Norton, the Trustees voted to accept the minutes for the March 27 (public) and April 15, 2014 (non-public) meetings as printed.

## **TREASURER'S REPORT**

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$46,764.06 in the Salem Co-op checking account and \$10,656.80 in the Certificate of Deposit, \$7,387.58 in the Brock Trust Account and \$4,112.16 in the Marois Fund account, for a total of \$68,920.60.

There was 1 bill for consideration:

Strawbery Banke Museum (pass)	\$250.00
<b>Total Bills</b>	<b>\$250.00</b>

On a motion by Martha Breen, seconded by Kathleen Norton, the Trustees voted unanimously to accept the Treasurer's report and pay the Strawbery Banke Museum bill as presented.

The Trustees reviewed the treasurer's spreadsheet for April 2014 report. The Trustees then reviewed the expenditure reports from the Town of Salem for March 2014.

## **OLD BUSINESS**

The first order of old business was the New Trustee and officer re-elections. The Trustees revisited the elections, now that there was full membership. Kathleen Norton moved, and Cindy Jury seconded the nomination of Martha Breen for chair. Martha Breen moved and Kathleen seconded the nomination of Cindy Jury for treasurer. Martha Breen moved and Cindy Jury seconded the nomination of Kathleen Norton for Vice Chair. The Trustees voted and unanimously agreed to the slate. Martha Breen took over the meeting. Kathleen Norton will join Cindy Jury at the bank to update the signatories.

The second order of old business was the Way of the Cross. Ms. Baker reported that it had gone smoothly and the group followed through on the Trustees recommendation of using the grassy area near the corner.

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The third order of old business was the Policy Review. Ms. Baker distributed fresh copies of the proposed revisions of the Rules for Library Use, and the new policy Patron Behavior Policy. The trustees discussed these at some length. On a motion by Kathleen

Norton, seconded by Cindy Jury, the Trustees voted unanimously to approve the Rules as amended, and the new Patron Behavior Policy corrected for typos.

The fourth order of Old Business was Benefits. Ms. Baker said that due to the new addition to the trustees and the full agenda, she recommended putting off further discussion to the next meeting. The trustees agreed. Ms. Baker will send out some further comparison figures and models.

## **NEW BUSINESS**

The first order of New Business was the 2015 Budget. Ms. Baker distributed a proposed change to the 2015 Budget that would include the creation of 2 new lines: Programming, and Public Furniture and Equipment. These lines would be funded from reducing and redirecting the funds in the Materials of Trade line and the Fees and Charges line. The addition of the Public Furniture and Equipment line would reflect the focus of the library moving forward and addressing the increasing demand for digital support for the community. The Fees and Charges line currently pays for programming, and by moving to a distinct line it would reinforce the value of this service. The Trustees were receptive to the idea and asked for a fleshed out proposal for the next meeting.

The second order of New Business was Comprise allowing for payments via credit or debit. Ms. Baker reported that the GMILCS consortium had selected Comprise to be the agent for accepting this kind of payment. Ms. Baker is recommending that the library at least try it for a year as payment by credit/debit is now expected by the public, using Comprise would meet all the regulations without risk to the library, and anecdotally should increase the payment rate for fines. The Trustees agreed to try it for a year.

The third order of New Business was the State annual report. Ms. Baker distributed copies of the report as usual, and briefly discussed it. The report results in comparison data that is compiled for the state and nationally. The information is identical to the other annual reports done by the Library.

## **DIRECTOR'S REPORT**

Ms. Baker distributed her report and discussed the highlights.

## **TRUSTEE MATTERS**

The Trustees took up the matter of Ms. Baker's annual review. After some discussion, Ms. Baker will send out her self-review within the next 2 weeks, and the Trustees will take up discussion at the next meeting.

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Martha Breen welcomed Cindy Jury to the Library Board of Trustees, and thanked her for her interest in working with the Board Members on behalf of the library.

## **PUBLIC MATTERS**

There were no public matters.

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

The date and time for the next meeting was set for June 10<sup>th</sup> at 5:30 PM at the library.

On a motion by Kathleen Norton, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 8:25 PM.

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