

LIBRARY TRUSTEES' MEETING
November 17, 2015

PRESENT

Kathleen Norton, Martha Breen, Cindy Jury, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 5:31 PM.

MINUTES

On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to accept the minutes for the October 20, 2015 public meeting as printed.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$45,738.78 in the Salem Co-op checking account and \$10,732.66 in the Certificate of Deposit, \$8,791.89 in the Brock Trust Account and \$3,267.62 in the Marois Fund account, for a total of \$68,530.95.

There were 2 bills for consideration:

See Science Center (pass)	\$ 200.00
Demco (Isaks donation)	\$ 2,076.74

Total Bills	\$2,276.74
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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 \$2,276.74.

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

Ms. Baker presented the receipt for signature from Citizens Bank for the annual payment for the Brock Trust. Ms. Jury signed as Treasurer. Ms. Baker said that the payments from the Brock and Marois accounts to the town, as specified in the 2015 operating budget needed to be done. On a motion by Cindy Jury, seconded by Martha Breen, the Trustees voted unanimously to transfer the funds. Ms. Baker will make arrangements for Ms. Jury.

OLD BUSINESS

The first order of Old Business was the 2016 budget and Warrant Petitions. Ms. Baker presented a quote from CAC Mechanical Services, Inc. for the replacement. The quoted cost would be \$6,405.00. The Trustees discussed at great length as to how to handle the cost, ultimately settling on revising the operating budget at Town Meeting in February. Ms. Baker was instructed to investigate the bid requirements, and to notify

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Ms. Savastano, Town Financial Officer, about the planned change and to request the insertion of a slide.

They then had a preliminary discussion of the amounts to request in the planned Citizen's Petition warrants for COLA and Separation based on projections of unused 2015 operating budget funds.

The second order of Old Business was the core competencies. On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to approve the proposed Teen Librarian Core Competencies as corrected. Ms. Baker will make a fresh copy of the other competencies reflecting corrections and changes for distribution in December and vote in January.

The third order of Old Business was the event for the donation. The Trustees discussed options and Ms. Baker will explore a small Saturday event in December.

The fourth order of Old Business was the ongoing benefit evaluation. Ms. Baker suggested that the health benefits as the next area to review in light of the potential fines for 'cadillac' health plans coming in 2018. She had been in touch with Molly McKean, Human Resources Director for Town, who agree to provide an informational presentation for the Trustees. Ms. Baker will make an arrangement to have Ms. McKean present at the January meeting.

The fifth order of Old Business was HB-297. Ms. Baker distributed copies of the bill which expanded the options for investment for Library Trustees and their funds. This was in response to a letter received by the Trustees about investments. The bill is more relevant to libraries with large trust funds.

NEW BUSINESS

The only order of New Business was Summer Reading Rewards from Scholastic. Ms. Baker asked if the Trustees would consider underwriting the purchase of incentives and rewards from a Scholastic warehouse sale. There will be such a sale in the near future in Bedford, and the children's/teen staff were interested in taking advantage of the deep discounts. The staff was eager to offer more reading related prizes, etc. as well. The Trustees agreed to the idea.

DIRECTOR'S REPORT

The Trustees reviewed the report.

TRUSTEE MATTERS

There were no Trustee matters

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PUBLIC MATTERS

There were no Public matters.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for December 15th 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 6:35 PM.