

# LIBRARY TRUSTEES' MEETING

December 6, 2016

## **PRESENT**

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 5:40 PM.

## **MINUTES**

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to accept the minutes for October 25, 2016.

## **TREASURER'S REPORT**

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$40,405.38 in the Salem Co-op checking account and \$10,779.25 in the Certificate of Deposit, \$8,381.88 in the Brock Trust Account and \$3,270.92 in the Marois Fund account, for a total of \$62,837.80.

There were no bills.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the Treasurer's Report as printed.

The Trustees reviewed the spreadsheet tracking the Trustees funds for October and November, as well as the Expenditure Report for the Operating Budget for October. Ms. Baker reported she had done some preliminary projections, and the budget looks in good shape for the rest of the budget year.

Martin Isaks took the bank materials to transfer funds from the Brock and Marois Funds to the Town of Salem per the Operating Budget.

## **OLD BUSINESS**

The first order of Old Business was the Warrant Articles. The Trustees discussed what warrants to put forward and what amounts to be asking for. The COLA warrant was discussed at great length as the SEA Union contract is currently under negotiation. Additional concerns expressed by the Selectmen about the contract's requirement of participation in the HSA health plan were also seriously considered. The Trustees debated whether to use the higher bid for painting the exterior that provided for a second coat, or stay with a single coat bid. On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to put forward a Citizen's Petition Warrant for a 1% COLA. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to put forward a Citizen's Petition Warrant for \$13,500 for the painting of the exterior of the library.

The second order of Old Business was Benefits. The discussion was shelved until details concerning the SEA Union contract become available.

# LIBRARY TRUSTEES' MEETING

December 6, 2016

The third order of Old Business was Facility Planning. Ms. Baker reported on her activities concerning the potential facility projects. The Trustees discussed at length a proposal from Ms. Baker that the children's and teen rooms be brought upstairs and the adult non-fiction, periodicals and quiet study be moved downstairs. The Trustees were interested and asked for a further fleshing out of the plan.

## **NEW BUSINESS**

The only order of New Business was the Meeting Rooms. Ms. Baker asked for the Trustees' opinion regarding special arrangements that some long term groups have regarding use of the meeting room. In the past there was an informal arrangement that the groups would provide specific services in exchange for being allowed to fund raise on library property. The agreement has not been followed by several groups for several years in spite of reminders. After a brief discussion, the Trustees reiterated the requirements in the Meeting Room Policy for all users.

## **DIRECTOR'S REPORT**

The Trustees reviewed the report for October - November 2016.

## **TRUSTEE MATTERS**

Assistant Director Natalie Ducharme followed up on Martin Isaks' request to look for a new READ dog. She talked about the session the previous evening, speaking highly about the dog and the handler. Mr. Isaks took home a copy of the flyer to share with family.

## **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 January 10, 2017 at 3:00 PM at the library.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to adjourn the meeting at 7:06 PM.