

LIBRARY TRUSTEES' MEETING

March 22, 2016

PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 5:30 PM.

SELECTION OF OFFICERS

On a motion by Kate Norton, seconded by Cindy Jury, the Trustees voted to select Martin Isaks as Treasurer. On a motion by Kate Norton, seconded by Martin Isaks, the Trustees voted to select Cindy Jury as vice chair. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted select Kate Norton as Chair.

MINUTES

On a motion by Cindy Jury, seconded by Kate Norton, the Trustees voted to accept the minutes for the February 23, 2016 public meeting. Motion passed with 2 for and 1 abstention: Martin Isaks who had not attended that meeting.

TREASURER'S REPORT

Ms. Baker reported that the Trustees had received notification of a change of Trustee for the Trust of Mary E. Brock. This was following bank protocol and no action was needed.

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$41,824.76 in the Salem Co-op checking account and \$10,746.88 in the Certificate of Deposit, \$6,494.38 in the Brock Trust Account and \$3,268.71 in the Marois Fund account, for a total of \$62,334.73.

There were 4 bills for consideration:

JFK Museum Pass	\$250.00	
American Independence Museum	\$ 50.00	
Linda Blessing (presentation)	\$750.00	
Stephanie Merfeld (presentation)	\$200.00	
Total Bills		\$ 1,250.00

On a motion by Cindy Jury, seconded by Martin Isaks, the trustees voted unanimously to accept the Treasurer's Report as printed, and to the payment of the bills totaling \$1,250.00.

The Trustees reviewed the spreadsheet tracking the Trustees funds for February.

LIBRARY TRUSTEES' MEETING

March 22, 2016

OLD BUSINESS

The first order of Old Business was the Planning Ahead for the Year. Ms. Baker brought forward two proposals for the Trustees' opinion as to whether to pursue for the 2017 budget. One was recommending that the Trustees retire the Fees and Charges line and move those funds to offset the copier rental. The copier rental has been paid out of the Fees and Charges line for many years, and Ms. Baker is recommending the move to contracted services to reflect the usage more appropriately. The second proposal was to reconsider wage rates for a specific salary category, to bring it in line with standards in the state. After some discussion, the Trustees recommended that Ms. Baker continue with these proposals for consideration in the 2017 budget.

The second order of Old Business was Employee Benefits. As requested at the last meeting, Ms. Baker had explored how to address the loss of separation income with the new PTO model, passing out a comparison. The Trustees will review for further discussion at a later date.

The third order of Old Business was the Employee Handbook and Policies. Ms. Baker passed out the handbook pages for the 1st nine sections. The Trustees will review for discussion at the next meeting.

NEW BUSINESS

The first order of New Business was Welcoming the New Member. The Trustees welcomed Mr. Isaks and congratulated him on his election.

The second order of New Business was Staff Development Day, April 18. Ms. Baker reported that all the plans were set with 2 professional, non-library centered speakers coming to present on a wide variety of topics. Lunch will also be provided for this mandatory event.

The third order of New Business was the Memo concerning the COLA warrant. Payroll requires the Trustees to send a memo outlining who will receive the COLA, and when the increase will start. All the Trustees signed off on the memo.

The fourth order of New Business was the Way of the Cross. The Greater Salem Council of Churches again asked permission from the Trustees to use the Library as one of the stops for this Good Friday event. The Trustees agreed, directing Ms. Baker to notify the group with the decision.

DIRECTOR'S REPORT

The Trustees reviewed the report for February 2016. Circulation was up. There were no available statistics for computer use due to an encryption virus that had been introduced through the teen computers. It was discovered very quickly, but all the statistics for the month were lost. There were no statistics for people count as well.

LIBRARY TRUSTEES' MEETING

March 22, 2016

Ms. Baker said that counters are still working, but the software was no longer functional. The Trustees discussed options briefly.

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 April 19th at 4:30PM at the library.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to adjourn the meeting at 6:27 PM.