

LIBRARY TRUSTEES' MEETING

October 25, 2011

PRESENT

Martha Breen, Joan Fardella, Kathleen Norton, Alison Baker and Michele Garneau were in attendance. Mrs. Breen called the meeting to order at 7:06 PM.

MINUTES

The Trustees reviewed the minutes from the prior meeting. On a motion by Joan Fardella, seconded by Kate Norton, the Trustees voted unanimously to accept the minutes as presented for the September 27, 2011 meeting.

Because there was a member of the public attending who wanted to address the Trustees, the Trustees rearranged the agenda, bringing forward Public Matters.

PUBLIC MATTERS

Mr. James Lombardozzi, resident of Salem and frequent user of the library, addressed the Trustees about the 2012 budget and the impact on staffing and hours. He spoke at length, asking the Trustees if they had advocated aggressively to protect the library budget and the staff. He spoke very positively of the entire staff, and in particular of the staff members whose positions are eliminated in the 2012 budget. He also outlined his concerns about the risks and consequences of the proposed changes in library hours and staffing. The Trustees thanked him for coming to them with his concerns, and explained that they had taken time and consideration while making very difficult decisions in a difficult time. Additionally, they had taken great care to investigate all options, taking into consideration all the factors possible.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$39,732.65 Salem Co-op checking account, \$4,944.97 in the Marois Account, \$10,409.53 in the Certificate of Deposit, and \$6,036.87 in the Brock Trust Fund Interest account for a total of \$61,123.72.

There was one bill to consider:

Alison Baker (reimbursement for purchase for NAMI Gift)	\$ 61.47
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On a motion by Joan Fardella, seconded by Kate Norton, the board unanimously voted to accept the treasurer's report as presented and to pay the bill offered for consideration for a total of \$61.47.

Ms. Baker distributed the expenditure report for September 2011. The Trustees reviewed the report. The expenditures were on track for the year.

OLD BUSINESS:

The first order of Old Business was the 2012 Library Budget. The Trustees reviewed their memo to the Budget Committee, addressing the concern about what hours the library would be closing. The Trustees decided to submit the memo as printed.

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The Budget Committee will be making preliminary votes on November 2nd and 3rd, with the Library budget discussed on the 3rd. Ms. Baker was asked to double-check the timing. All Trustees will be in attendance.

The Second Order of Old Business was HVAC. Ms. Baker distributed copies of two proposals for replacement of 2 of the 3 large air units on the main floor, explaining that these units are no longer repairable. Each of the proposals is recommending solutions different from each other, but the costs are similar at the \$25,000 to \$28,000 range. After some discussion, Ms. Baker was asked to talk to Town about unplanned expenses for vital equipment. Discussion was held about changing the Warrant article from Employee Separation to the Capital Fund to help pay for the project. Further decisions were shelved until the next meeting.

The Trustees reviewed again the proposals for the Service contract. They made a decision to accept CAC's proposal, waiting to formalize on the receipt of an updated proposal.

The third order of Old Business was the Warrant Article. This had been discussed already. Based on projections provided by Ms. Baker, there would be a small budget residue that could be earmarked for the Warrant.

The fourth order of Old Business was the ILL van letter. The Trustees reviewed the draft letter to Senator Charles Morse in support of using LSTA funds for the van delivery. The Trustees asked Ms. Baker to print the letter as written and the Trustees will come in to sign it before it is mailed.

The fifth order of Old Business was Planning for Changes in 2012, specifically the hours of operation. The Trustees discussed the options at length, reviewing the comparisons of patron counts for various times of day. On a motion by Joan Fardella, seconded by Kate Norton, the Trustees unanimously voted to change the hours on operation in 2012 to Monday and Tuesday 9-7, Wednesday through Friday 9-9 and Saturdays 9-2. This decision was made in anticipation of the 2012 Town budget passing.

Ms. Baker brought up the hours for Christmas Eve. Typically the library is open from 9-1, providing the staff with an additional 3 hours off. Christmas Eve is on a Saturday this year. On a motion by Kate Norton, seconded by Joan Fardella, the Trustees voted unanimously to have the Christmas Eve hours be 9-1 and allow 3 hours to be taken off by staff at the discretion of their supervisor.

The sixth order of Old Business was the Collection Development Policy. Ms. Baker distributed a further revision to the DVD policy. Because of the proliferation of popular movie released being offered only in the unrated format, Ms. Baker proposed having these reviewed and selected by a staff Film Committee to meet the demands of the public, while being mindful of the content. The Trustees discussed the policy and addition at some length. On a motion by Kate Norton, seconded by Joan Fardella, the Trustees voted unanimously to accept the Collection Development policy with the recommended change.

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The seventh order of Old Business was the Children's Room reorganization. Ms. Baker distributed a short list of shelving and shelving parts that she was asking the Trustees to consider underwriting. The shelving will lower the fiction shelves in the Children's Room, opening up line sights and scaling to the size of the users. She also presented the proposed new floor plan for the room. The Trustees spoke highly of the changes, and noted that the growth in use was proof of the positive results in investing in the library. They agreed to continue to put a priority on the children's room and continued the investment in the upgrades. On a motion by Joan Fardella, seconded by Kate Norton, the Trustees voted unanimously to underwrite the proposed shelving upgrades for a total of \$7,147.06 from Trustee funds.

NEW BUSINESS

There was no new business

DIRECTOR'S REPORT

Ms. Baker distributed the report and the Trustees reviewed the details. Circulation was strong in September, with a 4% increase in the Adult circulation and an 11% increase in the children's room.

TRUSTEE MATTERS

Mrs. Breen thanked Ms. Baker and Ms. Garneau for the work they are doing on behalf of the library. She asked Ms. Baker to pass along the Trustee's sincere appreciation and thanks to the entire staff for all their efforts as well.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set as Tuesday, November 15th at the library at 7:00 PM.

On a motion by Kate Norton seconded by Joan Fardella, the Trustees voted unanimously to adjourn the meeting at 8:55 PM.