

## LIBRARY TRUSTEES' MEETING

October 28, 2010

### PRESENT

Martha Breen, Sally Gilman, Joan Fardella, Alison Baker, and Michele Garneau. Martha Breen called the meeting to order at 4:03 PM.

### MINUTES

On a motion by Sally Gilman, seconded by Joan Fardella, the Trustees voted unanimously to accept the minutes from the September 23, 2010 meeting.

### TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$37,290.61 in the Salem Co-op checking account, \$4,934.79 in the Marois Account, \$10,225.22 in the Certificate of Deposit, and \$4,580.78 in the Brock Trust Fund Interest account for a total of \$57,031.40.

There were two bills to consider, both invoices for large print books to make use of the Women's Club gift for the purpose of purchasing large print materials. Ms. Baker said the figures on the hand out were incorrect. The correct amounts for the bills were: an invoice for large print books from Center Point Large Print \$85.08 and an invoice for large print books from Gale for \$252.42. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees unanimously voted to pay the bills as corrected for a total of \$337.50.

The expense report for September was distributed and reviewed. The library is on target with 77% expended with the budget year 75% completed. Ms. Baker informed the Trustees of the budget freeze at Town. She had been in touch with the Town Manager to ensure that the management of expenses through the end of the year will remain in the Director and Trustees hands. The Town Manager asked if the library was going over budget to let him know. Ms. Baker anticipates underexpending, but by a very small margin this year.

### OLD BUSINESS

The first item of Old Business was the Employee Handbook. Ms. Baker distributed additional policies for review. The Trustees decided to put off discussion of all the policies until the next meeting.

The second item of Old Business was the 2011 Library Budget. The calendar for the budget process was again reviewed, with the Trustees planning to attend the Budget Committee votes on November 3-4.

The third item of Old Business was building repairs and maintenance. Ms. Baker reported that the window project was under way. Problems with the actual windows had curtailed the project to the windows and wall facing the parking lot. The windows facing the marsh are being postponed until a later date to allow for the development of strategies in dealing with the challenges of the project. That area has minor damage that will be dealt with temporarily inhouse with waterproofing paint. The estimates for the roofing

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project are still in the development stage. Ms. Baker has estimations in the works from 3 contractors.

The fourth item of Old Business was outreach and book groups. Following up on Mrs. Fardella's comments at the last Trustee meeting about the library exploring additional book groups as a form of outreach, Ms. Baker reported that a survey had been distributed widely with minimal return. Those responding so far are looking for a Saturday group, and movie and the book seems the more popular topic. Ms. Baker says the library will try out a morning group and promote it to the senior residents to try and meet the request of Ms. Billingham.

### NEW BUSINESS

The first item of New Business questions concerning the holiday schedule. Because of the holidays falling on Saturdays, the holiday is being moved to Fridays: Christmas Eve and New Year's Eve. After some discussion, the Trustees decided not to close any other time. However, in appreciation of the hard work of the library staff, the trustees approved 3 floating hours to be used by the end of 2010. These hours reflect the long-standing tradition of closing at 1 PM on Christmas Eve. This year, the floating hours are for the hard work and changes the staff has done in light of the new Goals the Trustees approved. On a motion by Sally Gilman, seconded by Joan Fardella, the board unanimously approved 3 floating hours to be used by 12/31/2010.

The second item of New Business was the town spending freeze. This had been discussed previously during the Treasurer's Report.

The third item of New Business was afterschool issues. Ms. Baker made the Trustees aware of the serious challenges in dealing with the afterschool teens at the library this year. The police had been called upon to help with coming up with strategies to deal with the abusive and vulgar language aimed at other teens, staff and other adult patrons, as well as fighting – real and threatened. Ms. Baker reported that the police are being extremely helpful and there has been significant improvement since they became part of the process of dealing with the problem.

As a result of young people smoking on library grounds, combined with complaints about smoke coming in through the doors and windows, Ms. Baker asked the Trustees to consider making the library grounds a smoke-free area. The building itself has been smoke-free for some time. Moving the smoking area would cause additional and significant costs purchasing free standing ash cans. On a motion by Sally Gilman, seconded by Joan Fardella, the Trustees unanimously designated the library grounds as well as the library building as a smoke-free area.

### DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights. Ms. Baker brought up the request made at the last Trustee meeting, that the library be closed on Civil Rights Day to have an in-service day for the staff. The day would cover the introduction of the new Employee Handbook and the various new policies. Other educational and employee development opportunities would be offered. On a motion by Joan Fardella, seconded by

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Sally Gilman, the Trustees unanimously agreed to close the library on Civil Rights Day to provide for an in-service day for the staff.

### TRUSTEE MATTERS

Mrs. Breen made a brief presentation about TechSoup, describing how cost effective purchasing software through them is. Ms. Baker will pursue for the library.

### PUBLIC MATTERS

There were no public matters.

### DATE AND TIME OF NEXT MEETING

The date and time for the next meeting as previously set is: November 18<sup>th</sup> at the library at 4:00 PM

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to adjourn the meeting at 5:18 PM.