

LIBRARY TRUSTEES' MEETING

July 18, 2022

5:30 PM

PRESENT

Kathleen Norton, David Hickernell, Natalie Ducharme and Laura Stevens. Kathleen Norton called the meeting to order at 5:40 PM.

MINUTES

On a motion by David Hickernell, seconded by Kate Norton, the trustees unanimously decided to accept the minutes for June 27, 2022.

TREASURER'S REPORT

The trustees reviewed the July Report. There were no expenditure reports to review. Ms. Ducharme shared that the Princh wireless printing service is now making deposits into the trustee accounts. Ms. Ducharme will send a check to the town annually (December) for the year's income for the printing service. David Hickernell will coordinate with Chris George to have Chris's name added to the trustee accounts. Salem Co-operative bank requested that Trustee Meeting minutes listing Chris George as a trustee be brought to the bank as well.

Balances in trustee's accounts are as follows:

Checking Account (Salem Coop Bank)	\$58,779.52
Certificate of Deposit (Salem Coop Bank)	\$11,180.24
Subtotal	\$69,959.76
Brock Trust Fund Interest Acct (Salem Coop)	\$10,568.69
Subtotal	\$ 10,568.69
Total Trustee Funds	\$80,528.45

There are no bills for consideration this month.

On a motion by David Hickernell, seconded by Kate Norton, the trustees voted unanimously to accept the Treasurer's report..

OLD BUSINESS

The first order of Old Business was Fraud Policy and Whistleblower Policy.

The trustees reviewed the draft of the Staff Fraud Policy, and the Whistleblower policy. Discussion of these policies will continue at the next meeting.

The second order of was the Misuse of Office Policy for Trustees.

The trustees reviewed the draft of the Misuse of Office Policy. Discussion of this policies will continue at the next meeting.

NEW BUSINESS

The first order of New Business was PAN for Ms. Ducharme

Kate Norton signed the PAN that officially changed Ms. Ducharme's position from "Interim Director" to Director.

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The second order of New Business was the Review of the Budget Process.

Ms. Ducharme reviewed the budget process, previous year's timetable, citizen's petitions and trustee memos to the Board of Selectman and Budget Committee from the 2022 budget information. The trustees also reviewed the 2021 annual report which listed the 2022 Kelley Library Citizen's Petitions. Additionally, the trustees discussed the need for Citizen's Petitions for capital projects and/or large maintenance projects to the facility as capital projects need to be separate from the operating budget per NH RSA governing public libraries.

DIRECTOR'S REPORT

The Trustees reviewed the report. Ms. Ducharme reported that June was especially busy. This year is the first in person summer program since 2019 and the public is enthusiastic about it.

TRUSTEE MATTERS

There were no trustee matters.

PUBLIC MATTERS

There were no public matters

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting:

-Monday, August 22nd at 5:30PM at Kelley Library, Beshara Room

ADJOURNMENT

On a motion by David Hickernell, seconded by Kathleen Norton, the Trustees voted unanimously to adjourn the meeting at 6:38 PM.