

*LIBRARY TRUSTEES' MEETING**July 24, 2008*

PRESENT: Rosemarie Hartnett, Martha Breen, Sally Gilman, Alison Baker

Mrs. Hartnett called the meeting to order at 4:03 PM.

MINUTES

On a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees voted unanimously to accept as printed the minutes of the meeting of June 23, 2008.

TREASURER'S REPORT

Ms. Baker reported that the balances in the trustees' accounts were as follows: \$14,376.56 in the checking account; \$4,901.03 in the Marois account; and \$12,095.81 in the Certificate of Deposit, for a total of \$31,373.40. She indicated that there were three bills for payment from trustee funds, all museum passes: the Christa McAuliffe Planetarium for \$250.00, the Museum of Science for \$600.00, and the New England Aquarium for \$650.00. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees unanimously voted to pay these three bills, totaling \$1500.00, from trustee funds.

Ms. Baker distributed printouts of expenditures from the Operating Budget as of the end of June at which point the budget was 48% expended. She reviewed line items that appeared to be overspent when the July bills, which are now being processed, were included. In each case, the apparent overage reflected expected once a year expenses that were anticipated in the budget.

OLD BUSINESS

The first item of Old business was the need to set up a new account for the interest from investments. The account was not set up as anticipated due to difficulties coordinating the schedules of the trustees and director. Mrs. Hartnett asked Mrs. Breen and Mrs. Gilman to take care of setting up the account at the Salem Cooperative Bank.

The second item of Old Business was the renewal of the CD at the Salem Cooperative Bank. Mrs. Hartnett asked if the CD had been renewed, and if so at what term and interest rate. Ms. Baker reported that the CD had been renewed for 9 months as discussed at the last meeting, and that the interest rate was 2.95%. Mrs. Hartnett asked that a copy of renewal confirmation be given to Mrs. Breen for her records.

The third item of Old Business was the temperature at which the library was kept during the summer and winter. Mrs. Hartnett suggested that in light of the rising costs of electricity and oil, it was time to consider what temperature to maintain in the building. Ms. Baker reported that the temperature was currently set year-round at 72 degrees. After some discussion, the board instructed Ms. Baker to raise the temperature setting to 74 for the summer months, and lower the temperature to 70 for the winter months. The board was clear that this was a trial setting and they wish to hear any issues, problems or concerns the staff has with the new setting. At the same time, the board believes that some adjustment is warranted and advised Ms. Baker to make sure that the temperature was not altered on any thermostats that were not locked.

NEW BUSINESS

The first item of New Business was the State Report. Ms. Baker explained that Jean Williams had come in during the prior week to complete and file the 2007 State Report. Ms. Baker provided each Trustee with a copy of the filed report and asked that the Signature sheet be signed by Mrs. Hartnett and Mrs. Breen, who did so. Ms. Baker explained that the annual State Report asks for a variety of information

ranging from statistical to personnel to financial for comparison to and compilation with results from all libraries in the state.

The second item of New Business was the changes in Trust Fund law. As Mrs. Breen pointed out, members of the Board had attended an informative session about the Trust Fund law and upcoming changes. Ms. Baker distributed copies of the recent mailing outlining the changes to how investments could be made. She pointed out the requirement that the Trustees will now have to adopt an investment policy, and review, confirm, and file a copy with the Attorney General each year. Mrs. Breen reported that Ms. Strang had discovered a generic form that the Trustees had chosen to use in the past. Ms. Baker was instructed to contact Ms. Strang for further help. The change in the law is to go into effect August 25, 2008.

The third item of New Business was the Internet Policy and the need for changes and updates due to the new Cybrarian software. Ms. Baker distributed the recommended changes developed by the Reference Department. The changes related to the new daily time limitations that will result from using the new software. There were also minor changes intended to clarify some of the existing policy requirements. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to accept as revised policy as printed. Mrs. Hartnett instructed Ms. Baker to redate the policy and provide updated copies to the Trustees.

The fourth item of New Business was the search for the Assistant Director. Mrs. Breen, seconded by Mrs. Gilman, moved that the trustees go into non-public session under RSA 91-A:3 II (b) (the hiring of any person as a public employee). Mrs. Hartnett asked for a roll call vote: Mrs. Gilman voted in the affirmative, Mrs. Breen voted in the affirmative, and Mrs. Hartnett voted in the affirmative. The motion passed and the trustees went into non-public session at 4:33 PM. The trustees went back into public session at 4:49 PM.

Ms. Baker was asked to develop a job posting for immediate distribution in the Salem Observer and the Salem Patriot as well as various library job sites. The job posting should include reference to the requirements laid out in the Assistant Director job description and the salary range. Ms. Baker was asked to provide a draft posting as soon as possible to expedite the search for the Assistant Director.

The fifth item of New Business was a review of the expected and possible future changes in staff at the library. In reference to the upcoming retirement of Howard Chase who is the IT person, Ms. Baker presented an option that involved combining three positions: night custodian, proctor and IT. After discussion, the Trustees were not in favor of having one staff person responsible for three such vital positions. Ms. Baker was directed to research alternatives in addition to normal job posting for restaffing the IT position in case finding a replacement becomes a challenge. Mrs. Breen recommended contacting the Chamber of Commerce to track down an independent consultant who may do a few hours a week for a variety of businesses. Mrs. Hartnett recommended contacting Ms. Strang about for the name of a woman that the library had consulted with previously.

The sixth item of New Business was the 2009 Library Budget. Ms. Baker passed out a very preliminary overview that would need alteration due to discussion by the Trustees. She was asked by Mrs. Breen to send out a side-by-side comparison of the 2008 positions and salaries and the proposed 2009. Ms. Baker will send out a revision for discussion at the next Trustee meeting in August.

DIRECTOR'S REPORT

Ms. Baker reported that the Summer Reading program is progressing well with a number of special events that were well received by the public.

She discussed several repairs that had been required recently: the air conditioning in the Beshara Room

by Honeywell, and the faucets in the handicapped bathrooms. Because of ongoing and repeated damage, the faucets had been replaced, removing the gooseneck style for a more traditional style. The hope was that while they remained ADA approved, the design would make further vandalism difficult. The quarterly check of the elevator had been made and the elevator has remained dry, indicating the repairs were successful and complete. Due to odd messages being received by the Fire Department from the alarm system, the Fire Chief asked to have the system checked. A check was done, but we are still not sure what is causing the messages. The fire department will keep a log of the messages to provide a better understanding of the problem.

Ms. Baker reported that the library is continuing the process of planning and preparing for the migration to the new ILS in late August.

Ms. Baker mentioned that she has had informal meetings with each member of the staff and has been very happy with the process. Not only has she gotten to know the staff members better, but has a good understanding of the strengths of the library and avenues for future development.

The Cybrarian software has been installed for the Reference and IT departments to work with. Launching the use of it has been postponed until after the migration to Polaris is complete.

Ms. Baker provided a brief overview of statistics for June. The adult department circulated 15,065 items, the children's department 10,143 items for a total circulation of 25,208. Computer bookings reached 467 hours which averages 2 hours for every hour the library is open. There were a total of 10,420 active library registrations, 8,738 adult and 1682 children.

TRUSTEE MATTERS

The only matter planned for discussion had been the elevator, and all questions had been answered in the director's report.

DATE AND HOUR OF NEXT MEETING

The next meeting was scheduled for Thursday, August 14, 2008 at 4:00 PM at the library. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to adjourn at 5:54 PM.

Respectfully submitted,

Alison Baker, Director