

# LIBRARY TRUSTEES' MEETING

May 23, 2022

5:30 PM

## PRESENT

Kathleen Norton, David Hickernell, Natalie Ducharme and Laura Stevens. Kathleen Norton called the meeting to order at 5:31 PM.

## MINUTES

On a motion by David Hickernell, seconded by Kathleen Norton, the trustees unanimously decided to accept the minutes for April 25, 2022.

## TREASURER'S REPORT

The trustees received a revised copy of the April Report (with a typo correction). They also reviewed the printed copies of the May's Treasurer's Report. There were no expenditure reports to review.

*Balances in trustee's accounts are as follows:*

|  |             |
|--|-------------|
| Checking Account (Salem Coop Bank)       | \$59,995.35 |
| Certificate of Deposit (Salem Coop Bank) | \$11,175.58 |
| Subtotal                                 | \$71,170.93 |

|   |             |
|---|-------------|
| Brock Trust Fund Interest Acct (Salem Coop) | \$ 8,432.36 |
| Subtotal                                    | \$ 8,432.36 |

**Total Trustee Funds** \$79,603.29

Bills for Consideration this month

\$150.00 – New Hampshire Library Trustee Association – 5 memberships

\$75.00 – David Hickernell - reimbursement for attending the NHLTA Annual Conference

On a motion by David Hickernell, seconded by Kathleen Norton, the trustees voted unanimously to pay the April bills totaling \$225.00.

## OLD BUSINESS

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

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

*The second order of Old Business was trustee vacancy outside the normal election process*

Ms. Ducharme reported that she had received information from the Town Manager's office. The process involving informing the Town Manager's office of the vacancy. The vacancy is brought up at a Selectmen's meeting. Then there is a Call for Candidates issued publically, with the details of the process included. The Selectmen request a letter of interest. In this instance, the letter of interest needs to be received by June 1, 2022. Finally the Selectmen will interview candidates and choose someone. This person will fill the position until the next public election. In this instance, interviews are tentatively scheduled for June 6, 2022 and the term will expire in March 2023. At that point in time, the appointed trustee can choose to run for election.

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## **NEW BUSINESS**

There was no new business.

## **DIRECTOR'S REPORT**

The Trustees reviewed the report. Ms. Ducharme reported that the 2 new part time hires are trained and the children's room is open evenings – Mondays through Thursdays. Ms. Ducharme also reported that there is 1 more part time position to fill and advertising for this position will begin after Memorial Day.

## **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, June 27th 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 6:34 PM.