

LIBRARY TRUSTEES' MEETING
June 23, 2008

PRESENT: Rosemarie Hartnett, Martha Breen, Sally Gilman, Eleanor Strang, Jean Williams, Alison Baker

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

Mrs. Hartnett asked for a motion to move Trustee Matters up to be the next item of business. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees unanimously voted to do so. Mrs. Hartnett thanked Eleanor Strang and Jean Williams, who are both retiring on June 30, for their comprehensive report on "Looking Back and Looking Ahead," and for their leadership, dedication, and service to the Salem community. She welcomed Alison Baker, the incoming director, as a member of the trustees' team.

MINUTES

On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to accept as printed the minutes of the meeting of June 6, 2008.

TREASURER'S REPORT

Ms. Strang reported that the balances in the trustees' accounts were as follows: \$13,558.72 in the checking account; \$4,896.47 in the Marois account; and \$12,040.93 in the Certificate of Deposit, for a total of \$30,496.12. She indicated that there were two bills for payment from trustee funds: a bill for \$100.69 from Learning Port, and a bill for memberships in the NH Library Trustees Association. She indicated that the bill from Learning Port was for puppets, in order to use the gift of \$100 from the Moms' Club, which had been discussed at the April 24 meeting and had been deposited into the trustees' checking account. Regarding the memberships in the NH Library Trustees Association, it was decided that memberships at \$20 each would be purchased for the three trustees and Alison Baker, for a total of \$80.00. On a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees unanimously voted to pay these two bills, totaling \$180.69, from trustee funds.

Ms. Strang reported that the annual check from the Brock Trust had just been received, in the amount of \$1,556.49. A new account will be opened with that check, and the checks from the other two small trust funds from which the library receives an annual payment will also be deposited into that account when they arrive. The account will be for the purchase of books.

Ms. Strang distributed printouts of expenditures from the Operating Budget as of the end of May, at which point the budget was 39.9% expended. She explained each line item and gave updates regarding how the line items stand after the June bills, which are now being processed.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

The first item of New Business was the trustees' Certificate of Deposit at Salem Cooperative Bank. Ms. Strang explained that it will reach maturity on July 6, and there will then be a ten day window in which changes can be made. The director explained the current rates for special and regular terms. After discussion, on a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees unanimously voted to renew the entire balance for nine months at the special rate of 2.75% if that rate is still available when the CD reaches maturity. It was decided that the trustees and Ms. Baker will go to Salem Cooperative

Bank to do the renewal and to open the new account with the Brock trust fund check at the same time.

The second item of New Business was the report from Ms. Strang and Ms. Williams entitled "Looking Back and Looking Ahead." The report listed past achievements and suggestions for the future in five categories: Collections and Programs; Technology-based Services; Staff Development; Budget and Finance; and the Physical Plant. Ms. Strang noted that the report states that the achievements listed represent the efforts of the trustees and all the staff, not just the administrators.

Regarding Collections and Programs, the list of achievements ranged from adding new collections such as DVDs, to instituting programs for adults, to expanding programs for children. Among the suggestions for the future, there was considerable interest expressed in programs for "tweens" and teens.

Regarding Technology-based Services, the accomplishments centered on getting the library computerized, joining the GMILCS consortium, and establishing public Internet computers and wireless access. Ms. Strang explained that, among the suggestions for the future, two are relatively imminent: migrating with GMILCS to the new Polaris system, and implementing the software which has been purchased to better handle the booking and time management of the public Internet computers.

In regard to Staff Development, the achievements included the opportunities afforded to the staff to participate in GMILCS training, to interact with their colleagues in the many GMILCS committees and organizations of children's and reference librarians, and to participate in the conferences of state and regional library organizations. Suggestions for the future included continuing the concept of cross-training new staff to be able to work at either the adult or children's circulation desk.

Regarding Budget and Finance, the achievements centered on the development and monitoring of responsible budgets which ensure library progress while remaining sensitive to the limits of taxpayers, as well as operating with appropriate safeguards for expenditures from trustee funds and cash receipts. Ideas for the future included considering more frequent deposits.

Finally, regarding the Physical Plant, the list of achievements ranged from safety improvements, such as the abatement of friable asbestos and upgrading the fire alarm system, to projects which improved the functionality of the building, such as significant lighting upgrades, to enhancing the appearance of the building through improvements such as the renovation of the lower lobby. Under "consider for the future" were several reminders: that the asbestos survey be consulted before any project to see where the non-friable asbestos-containing materials are; that a structural engineer check to see that the structural work which was done in 2006 is holding up properly; and that consideration be given to doing the work to achieve a uniform load-bearing capacity on the upper level of the Reed Wing for future flexibility. Mrs. Hartnett recommended that the list of projects to consider also include renovating the Lancaster Room so it can be used as a public meeting room.

The third item of New Business was the 2009 Library Budget. Ms. Strang distributed a calendar showing major events in the budget season from September to March. There was a discussion of how to budget for the replacement of the roof, one of the projects which had been listed in the administrators' report. The consultant who examined the roof in the fall of 2007 stated that it was good for more than two years. However, the roof is over 20 years old and nearing the end of its life. Ms. Strang suggested that funding could be sought in the 2009 budget to have an expert develop the bid specifications for replacement of the roof. Then the project could go out to bid in late 2009 to get a firm figure which could be requested at town meeting in 2010.

DIRECTOR'S REPORT

Ms. Strang reported that the installation of new gutters and downspouts has been completed, and that the children's summer programs will begin with a performance by musician Steve Blunt tomorrow. She also reported that the guardian of a high school student had brought back five books which the student had taken from the library without checking them out. Two of the five were badly damaged, and a bill for the replacement costs has been sent. The same student also took books from the high school library without checking them out, and damaged one of them. The school system has decided to punish him by stating that, for the entire next academic year, he can only be in the high school library with a class, not on his own. It was decided that a similar suspension will be given from the Kelley Library: for the next academic year, he will only be able to be in the library when accompanied by a parent or legal guardian.

Ms. Williams reported that the number of unexpired library cards is 10,405: 8,712 adult and 1,693 juvenile.

DATE AND HOUR OF NEXT MEETING

The next meeting was scheduled for Thursday, July 24, 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 6:25 PM.

Respectfully submitted,

Eleanor Strang, Director