

# LIBRARY TRUSTEES' MEETING

September 28, 2021

5:30 PM

## **PRESENT**

Kathleen Norton, Martin Isaks, Amy Wallace Natalie Ducharme and Laura Stevens. Kathleen Norton called the meeting to order at 5:31 PM.

## **MINUTES**

On a motion by Martin Isaks, seconded by Amy Wallace, the Trustees unanimously decided to accept the minutes for August 16, 2021

## **TREASURER'S REPORT**

The trustees reviewed the printed copies of the August Treasurer's report and the August Expenditure report. The trustees discussed the process of moving the Brock Trust funds to the town.

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

Checking Account (Salem Coop Bank)	\$57,474.27
Certificate of Deposit (Salem Coop Bank)	\$11,149.26
Subtotal	\$68,623.53
Brock Trust Fund Interest Acct (Salem Coop)	\$ 10,428.58
Subtotal	\$ 10,428.58
<b><i>Total Trustee Funds</i></b>	<b>\$79,052.11</b>

The following bills are consideration this month

Findaway \$813.34 – The total of 2 invoices for Wonderbooks: \$313.92 and \$398.92

On a motion by Amy Wallace and seconded by Martin Isaks, the Trustees unanimously voted to pay Findaway for the 2 Wonderbook invoices.

## **OLD BUSINESS**

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

This item is tabled until the next meeting.

*The second order of Old Business was 2022 budget update.*

Ms. Ducharme reported that town had sent over new health insurance rates and that disability insurance was also increasing. Ms. Ducharme was directed to email copies of the revised budget to the trustees.

*The third order of Old Business was New Federal Holiday – Juneteenth*

The trustees discussed this holiday within the context of what is happening in town and with other local area libraries. The trustees will continue this discussion at a later date.

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## **NEW BUSINESS**

*The first order of New Business was the Budget Process Schedule.*

The trustees reviewed the upcoming budget meetings and the time line for Citizen's Petition warrants.

*The second order of New Business was the Fine Policy.*

The Trustees discussed the lowering of fines for the new DVDs (both adult and children) and videogames. One a motion by Amy Wallace, seconded by Martin Isaks, the trustees unanimously decided the lower the fines from \$0.50 a day to \$0.15 a day for these collections.

*The third order of New Business was safety.*

Ms. Ducharme reported on an incident that required police intervention and a Trespass Order had to be given. Ms. Ducharme also reported that the closing procedures have been updated. Staff is now using a "buddy system" to close the building. The Trustees directed Ms. Ducharme to explore options to upgrade our video security system

*The fourth order of New Business was the Annual Review.*

The trustees discussed the annual review process for Ms. Ducharme. Kate Norton will be contacting town for comparable reviews they use and contacting other libraries for their processes as well.

## **DIRECTOR'S REPORT**

The Trustees reviewed the printed report for August. Ms. Ducharme reported that childrens' room is now open its full hours. Displays, material collections, furniture have been moved to the childrens' room. Seating has been increased in the magazine, childrens, teen and reference areas of the building. The process went smoothly thanks to staff who physically moved everything and were excited about the changes.

## **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, Nov 8 at 5:30PM at Kelley Library, Beshara Room

## **ADJOURNMENT**

On a motion Amy Wallace, seconded by Martin Isaks, the Trustees voted unanimously to adjourn the meeting at 6:17 PM.