

LIBRARY TRUSTEES' MEETING

June 24, 2024

5:30 PM

PRESENT

David Hickernell, Kate Norton, Laura Stevens and Natalie Ducharme. Kate Norton called the meeting to order at 5:30 PM.

MINUTES

On a motion by Kate Norton, seconded by David Hickernell, the trustees voted unanimously to accept the revised minutes for May 20, 2024.

TREASURER'S REPORT

The trustees reviewed the May 2024 Treasurer's Report. On a motion by Kate Norton, seconded by David Hickernell, the trustees voted unanimously to accept the Treasurer's Report for May 2024 and pay the NH Library Trustee Membership invoice for \$150.00.

May 2024

Balances in Board of Trustees' accounts are as follows:

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|--|-------------|
| Checking Account (Salem Co-op Bank) | \$61,538.81 |
| Certificate of Deposit (Salem Coop Bank) | \$11,505.24 |
| Subtotal | \$73,044.05 |

| | |
|---|-------------|
| Brock Trust Fund Interest Acct (Salem Coop) | \$8,577.52 |
| Subtotal | \$ 8,577.52 |

Total Board of Trustees' Funds \$81,621.57

There is 1 bill to be paid at this time, New Hampshire Library Trustee Association membership invoice for \$150.00.

Ms. Ducharme reported that the annual Brock donation is \$1,784.83. The discussion of when the trustees will meet at Salem Co-op to transfer these funds to town was tabled.

Ms Ducharme gave an update of the online payments through Square. This seems to be a popular service with more patrons using it each month. GMILCS Circ/ILL group is working on best practices for Square online payments.

OLD BUSINESS

The first order of Old Business was the Employee Manual.

The trustees reviewed and revised the following sections

Section 13 – Fraud and Misconduct Policy

Section 14- Whistleblower Protection Policy

On a motion by Kate Norton and seconded by David Hickernell, policy section 13 was unanimously approved.

On a motion by Kate Norton and seconded by David Hickernell, the revised section 14 was unanimously approved.

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NEW BUSINESS

There was no new business

DIRECTOR'S REPORT

The part time night cleaner previously hired has resigned. The job has been reposted and interviews are scheduled for June. The temporary part time Children's Circulation Aide has been hired. The Children's Room is back to full time hours.

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 19, 2024 at 5:30 pm in the Beshara Room

ADJOURNMENT

On a motion by David Hickernell, seconded by Kate Norton, the trustees voted unanimously to adjourn the meeting at 6:37 PM.