

LIBRARY TRUSTEES' MEETING
June 6, 2008

PRESENT: Rosemarie Hartnett, Martha Breen, Sally Gilman, Eleanor Strang

Mrs. Hartnett called the meeting to order at 4:05 PM.

MINUTES

On a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees voted unanimously to accept as printed the minutes of the meetings of May 16, 2008.

TREASURER'S REPORT

The director reported that the balances in the trustees' accounts were as follows: \$12,596.96 in the checking account; \$4,896.47 in the Marois account; and \$12,040.93 in the Certificate of Deposit, for a total of \$29,534.36. She indicated that there was one bill for payment from trustee funds: \$364.00 for the second set of dies for the AccuCut machine. As discussed at the previous meetings, this expenditure would be regarded as coming from the Kiwanis' gift of \$1,000, which had been deposited in the trustees' checking account. When this bill is added to the \$640 which was approved at the last meeting to purchase the AccuCut machine and the first set of dies, the entire gift will have been spent as planned. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to pay this bill from trustee funds.

The director reported that one of the bills authorized at the May meeting, the bill for \$350 to renew the pass to the Children's Museum of Portsmouth, was not paid because the museum will be moving to Dover. The trustees agreed that this pass should not be renewed.

There was a discussion of the workshop for library trustees which had been given by Terry Knowles of the Attorney General's Office on June 5. Mrs. Hartnett, Mrs. Breen, and the director had attended. It was learned at this meeting that the income from trust funds does not have to be spent in the same year it is received, and that, although this income does have to be part of the gross budget when it is planned to be spent, it does not have to be turned over to the town. Accordingly, the trustees and director discussed how to proceed when the check from the Brock Trust is received later this month. The consensus was to open a new trustee account for this check, and to use the same account to deposit the checks from the other two small trust funds from which the library receives an annual check. The income from these three trust funds totals about \$2,000 per year and is for the purchase of books.

The director indicated that the printouts showing the expenditures from the Operating Budget as of May 31, 2008, had not yet been received from the town finance department.

OLD BUSINESS

The only item of Old Business was the New Director and the transition. The trustees and director discussed the specifics of having the current director and assistant director available to help on a part-time basis as needed after their retirement dates. The director reported that the former town manager and former town clerk were both termed "consultants" and were paid on an hourly basis when they come in to help their successors. The trustees decided that the title of "consultant" would also be used for the current library director and assistant director after they retire, and that they would be paid on an hourly basis at their current rates when they are asked to come in on a part-time basis to assist.

NEW BUSINESS

The first item of New Business was the Gift from the GFWC Salem Women's Club of \$100. Mrs.

Gilman, who is a member of the club, explained that the purpose of the gift is to help fund the retirement celebration for the director and assistant director. On a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees voted unanimously to accept this donation. It will be deposited into the trustees' checking account as an unanticipated gift.

The second item of New Business was the Collection Development Policies. The director had distributed the following: the Library Bill of Rights and the Freedom to Read statement of the American Library Association; a suggested General Materials Selection Policy; and a suggested form for Request for Reconsideration of Library Materials. The trustees agreed to include the two documents from the American Library Association in their manual. On a motion by Mrs. Breen, seconded by Mrs. Gilman, they voted unanimously to adopt the suggested General Materials Selection Policy. On a motion by Mrs. Gilman, seconded by Mrs. Breen, they voted unanimously to adopt the form for Request for Reconsideration of Library Materials.

The third item of New Business was the Personnel Policy. The director had distributed a suggested statement that it is the policy of the library to follow the personnel policies which apply to the Town of Salem's SEA Union whenever possible, since that union includes the town employees most comparable to library employees. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees unanimously voted to adopt this policy statement.

The fourth item of New Business was the Bulletin Board Policy. The director had distributed a suggested policy statement. After discussion, on a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to adopt this policy statement.

The fifth item of New Business was the Job Description of the PC Support Technician. The director explained that this was the only position for which a job description had not been adopted by the trustees, and distributed a suggested description. The trustees discussed it and Mrs. Hartnett suggested that the statement "provides technical support to staff and patrons" be changed to "provides technical support to staff and may assist patrons." The other trustees agreed and, on a motion by Mrs. Gilman, seconded by Mrs. Breen, they unanimously voted to adopt the job description as amended.

The final item of New Business was Other Updating of the Trustee Manual. The director distributed newly printed New Hampshire RSAs regarding public libraries, to replace the ones now in the manuals. She also distributed copies of the revised Circulation Policies sheet, explaining that the interval between overdue notices had to be changed to be the same for all materials, due to the requirements of the Polaris system. On a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees voted unanimously to adopt the policy as revised. The trustees went through their manuals inserting the newly adopted policies, and making sure that everyone had the most recent version of the other policies in their manuals. The director will supply replacement pages for those who need them.

DIRECTOR'S REPORT

The director reported that:

- The waterproofing of the elevator pit has been completed.
- She checked with the town finance director about paying for work on the library's oil tank. The finance director confirmed that the town has a contract for work on town oil tanks, and we can submit our bill, totaling \$6,808.06, to her to be paid from that contract.
- The repointing and power washing of the chimney have been completed.
- The process of "profiling" the Kelley Library's specifications in preparation for the migration of

the GMILCS consortium to the Polaris system took place on May 20. Natalie Ducharme, Deb Berlin, and Vicki Lukas handled the profiling extremely well.

- Deb Berlin is doing a major weeding of children's non-fiction, and Natalie Ducharme is re-organizing the area, adjusting shelves to better contain the collection. A 63% increase in usage of that collection resulted in May. Judy Machnik re-organized the mid-grade series paperbacks in the children's room, resulting in an 84% increase in usage in May.
- Coralyn Chiknas and Cathy Cloutier are working on the children's summer reading program, whose theme is an Australian one: "G'day for Reading."
- The Salem School District Art Show is being held at the library from June 2 to June 9.
- The Town Manager has indicated that each organization having a table or event for Salemfest on town property must show proof of liability insurance.
- A representative of the Salem Fire Department came to the library and encouraged the library to purchase a Knox Box to facilitate rapid entry by the fire department if there is an emergency during off-hours. It will be ordered.
- Howard Chase, the PC Support Technician, plans to retire from that job. He has kindly agreed to stay on through August in case there are issues with the migration to the Polaris system.

TRUSTEE MATTERS

Mrs. Hartnett complimented all the staff who have worked so hard on preparing for the migration to the Polaris system, and also complimented Anne Pepin and Chris Colella for their work on beautifying the library gardens and grounds.

DATE AND HOUR OF NEXT MEETING

The next meeting was scheduled for Monday, June 23, 2008 at 4:00 PM at the library. On a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees voted unanimously to adjourn at 6:15 PM.

Respectfully submitted,

Eleanor Strang, Director