

***LIBRARY TRUSTEES' MEETING***  
***December 4, 2008***

PRESENT: Rosemarie Hartnett, Sally Gilman, Martha Breen, Joan Fardella, Alison Baker.

Mrs. Hartnett called the meeting to order at 2:33 PM.

MINUTES

On a motion by Mrs. Gilman, seconded by Mrs. Hartnett, the trustees voted unanimously to accept the minutes of the meeting of October 30, 2008.

TREASURER'S REPORT

Ms. Baker reported that the balances in the trustees' accounts were as follows: \$17,826.60 in the checking account; \$4,910.02 in the Marois account; \$12,095.81 in the Certificate of Deposit, and \$1,556.49 in the new Brock Trust Fund Interest account for a total of \$34,423.85.

Ms. Baker brought up two bills that will need to be considered for payment before the next meeting. First was the \$250.00 for the Windham Flute Ensemble, who will be playing at the Holiday Tea on December 13. On a motion by Mrs. Gilman, seconded by Mrs. Hartnett, the trustees voted unanimously to pay the bill on December 13. The next bill for consideration was flowers to be sent to Jennifer Byrne who's mother passed away earlier in the week. Ms. Baker was directed to order flowers sent through Ford Flowers. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to order flowers to be sent in memory of Ms. Byrne's mother.

In deference to the guest at the meeting, Salem Town Manager, Jonathan Sistare, Mrs. Gilman made the motion to move directly to New Business. Mrs. Breen seconded, and the motion passed unanimously.

Mrs. Hartnett started the discussion by asking Mr. Sistare to direct all future correspondence to the President of the Board of Trustees, and then to Ms. Baker. She also asked him to consider sending a copy of all correspondence to Ms. Baker as Director. Mrs. Hartnett clarified the relationship between the town and the library, saying there are differing RSAs governing both organizations. However, the library appreciates the good relationship that exists between the two groups, the wonderful help provided by the town and the benefits that the library can share. The board is always ready to talk with representatives of the town to reach agreements and clarify situations.

Mr. Sistare thanked Mrs. Hartnett and promised to do his best to accommodate her recommendations. He went on to discuss 2 issues that had brought him to the meeting. First was a brief presentation of the Health Insurance amendment planned by the Selectmen for the unaffiliated members of the town staff. Because the library was also not affiliated with any union, Mr. Sistare believed it was important to make the board aware of the plan. The unions were presented with the same plan and were still evaluating their decisions. Mrs. Fardella stressed that this was very short notice for such an important and impactful decision. Mr. Sistare agreed, but that was the window for signing up. Mrs. Hartnett thanked Mr. Sistare for making sure the library was aware of the plan and upcoming potential changes, but reminded him that the library mirrored the SEA Union decisions, for better or worse, for all its employees. The trustees all agreed that the library would wait and follow the SEA Union decision.

The second topic Mr. Sistare brought up was the Flexible Spending Accounts that are being now offered by the town. This is a program that been allowed by the Federal Government for some years. Ms. Baker was asked to make the library staff aware of the benefits of these accounts.

Mr. Sistare asked if the board would be using a Warrant Article for the COLA as usual. Mrs. Hartnett

said that the board would be, and that the citizens would make the decision as to whether the COLA would be awarded or not, as was the library's practice.

Mr. Sistare thanked the board for allowing him to speak, and the board thanked the town manager for coming to the meeting.

On a motion by Mrs. Gilman, seconded by Mrs. Breen, the board voted unanimously to go back to the agenda as printed.

Ms. Baker presented the expenditure report, estimated for November. She mentioned that there would be enough left over to create a retirement benefit fund that would cover the planned retirements in 2009 with enough left over to reserve for future retirements.

#### OLD BUSINESS:

The first item of Old Business the 2009 Budget. Ms. Baker reported that an additional \$3,467 was removed from the Temporary Pay line, and the heating line was reduced by a total of \$ \$2,355. Neither change was beyond the library's ability to adjust.

The second item of Old Business was the Holiday Tea on December 13<sup>th</sup>. Ms. Baker reported that plans were moving forward well. Mrs. Gilman asked that Ms. Baker send out a list of supplies still needed for the event to the Trustees.

A third item of Old Business was introduced, a discussion of the new Assistant Director. Ms. Baker reported that Andrew Richmond was set to start on the January 5<sup>th</sup>, and would be coming to the staff meeting in December to meet with the staff.

#### NEW BUSINESS

Having already discussed the first item of New Business, the Trustees moved on to the second, the Director's 6 month review. Ms. Baker was asked to leave the room to allow the Trustees to move into executive session. Ms. Baker was called back in and was told that she had met the requirements of the 6 month review. Ms. Baker then reviewed the long and short range goals she had for the library and herself.

The third item of New Business was the changes in Board Membership. Mrs. Hartnett's resignation had been accepted by the Selectmen and her recommendation of Mrs. Joan Fardella to complete her term had also been approved. Mrs. Fardella would be officially a Trustee as of December 8, 2008. The term cycle for each member was reviewed. Mrs. Hartnett reminded Mrs. Fardella of the importance of being sworn in by the Selectmen.

#### DIRECTOR'S REPORT

Ms. Baker's report emphasized the ongoing success of the KLAS program as well as the growing success of the art program series for the elementary school aged children. She mentioned that there had been significant reorganization and reshelving in the children's department, consolidating the AV collection and allowing for better access to the picturebook collection. Additional weeding projects were ongoing in the adult non-fiction and the audiobook collections.

#### TRUSTEE MATTERS

Mrs. Hartnett took a moment to review her record as a member of the Trustees and to emphasize her vision of the future of the library. It was her hope that the inside as well as the outside of the library would be kept at the same high quality we have seen in the past. She also asked all to remember the

importance of pushing forward on the Teen services discussed over the past few months. There was a great deal to do and the staff and Trustees would be facing the challenge of getting things done in tough times.

DATE AND HOUR OF NEXT MEETING

The next meeting was scheduled for Thursday, January 15, 2009 at 4:00 PM at the library. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to adjourn at 4:25 PM.

Respectfully submitted,

Alison Baker, Director