

# LIBRARY TRUSTEES' MEETING

May 24, 2023

5:30 PM

## PRESENT

Kathleen Norton, David Hickernell, Chris George, Laura Stevens, and Natalie Ducharme. Kathleen Norton called the meeting to order at 5:32 PM.

## MINUTES

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the minutes for April 17, 2023.

## TREASURER'S REPORT

The trustees reviewed the May treasurer's report.

### *April*

*Balances in Board of Trustees' accounts are as follows:*

Checking Account (Salem Co-op Bank)	\$59,172.20
Certificate of Deposit (Salem Coop Bank)	\$11,257.87
Subtotal	\$70,430.07

Brock Trust Fund Interest Acct (Salem Coop)	\$8,572.83
Subtotal	\$ 8,572.83

***Total Board of Trustees' Funds***      \$79,002.90

There are 2 bills for consideration this month

Pay invoice of \$150.00 for annual membership for NH Trustees Association.

Pay invoice of \$37.94 to Amazon for Memorial donation by Salem NH Area Women's Club. The donation is in memory of Genevieve Lord who spent her career helping those in foster care. The 2 books are New House for Mouse and Foster Care Survival Guide: The Essential Guide for Today's Foster Parents.

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to pay both bills.

On a motion by David Hickernell, seconded by Chris George, the trustees unanimously accepted the Treasurers Report.

## OLD BUSINESS

*The first order of Old Business was Reconsideration Policy and the Reconsideration Request form.*

After a considerate discussion, the trustees voted unanimously to accept the revised Reconsideration Request form. David Hickernell made the first motion and Chris George seconded it. The Reconsideration Policy will be finalized and ready to vote at the next meeting.

*The second order of Old Business was Meeting Room Policy and Request for Room Use form.*

After a thoughtful and comprehensive discussion, the trustees voted unanimously to accept both the revised form and Meeting Room Policy. David Hickernell made the first motion and Chris George seconded it.

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*The third order of Old Business was Programs & Events Policy.*  
The topic was tabled until the next meeting.

*The Fourth order of Old Business was 2022 Audit.*

Ms. Ducharme stated that the Library Internal Controls document has been received by Plodzik & Sanderson, the town's auditors.

## **NEW BUSINESS**

*The first order of New Business was Memo to Town to move funds from the Library Building Capital Reserve Fund.*

The trustees had a brief discussion regarding the dollar amount to authorize. On a motion by David Hickernell, seconded by Chris George, the trustees unanimously voted to authorize up to \$150,000 to be disbursed for the heating system replacement project. The trustees also signed the Memo to the Trustee of the Trust funds to allow the funds to be disbursed.

*The second order of New Business was the first of 3 payments to CAC for their part of the heating system replacement project.*

The trustees had a brief discussion regarding the authorization of the 3 payments. On a motion by David Hickernell, seconded by Chris George, the trustees unanimously voted to authorize Ms. Ducharme to pay CAC up to \$150,000 for their part of the of the heating system replacement project. The trustees instructed Ms. Ducharme to explore giving the excess oil to the town from the underground oil tank.

## **DIRECTOR'S REPORT**

The April Director's Report was tabled until the June meeting.

## **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, June 26, 2023 at 5:30 PM

## **ADJOURNMENT**

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 6:58 PM.