

LIBRARY TRUSTEES' MEETING

July 26, 2016

PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 3:30 PM.

MINUTES

Cindy Jury pointed out an error concerning a non-public meeting in the June minutes. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to accept the minutes for June 28, 2016 as amended.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$42,706.20 in the Salem Co-op checking account and \$10,761.23 in the Certificate of Deposit, \$8,378.37 in the Brock Trust Account and \$3,269.81 in the Marois Fund account, for a total of \$65,115.61.

There were 2 bills for consideration:

S&S Worldwide (Program supplies, Kiwanis Gift)	\$112.40
Friends of the Plaistow Public Library (gift transfer)	\$500.00

Total Bills **\$612.40**

The bill relating to a payment to the Friends of the Plaistow Public Library actually forwards a gift from the American Legion Post 63. The group of libraries working on the Community Stories: Soldiers Home and Away program each raised funds to match a grant request. The donation had come in March, and the approval of the grant happened recently. The funds were deposited until such time they would need to be transferred to be part of all the donations and grant funds. The Trustees decided to vote separately on this matter.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the Treasurer's Report as printed.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to pay the S&S Worldwide bill for \$112.40

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to forward the \$500 donation from the American Legion Post 63 in support of the Community Stories project.

The Trustees reviewed the spreadsheet tracking the Trustees funds for May, as well as the Expenditure Report for the Operating Budget for May.

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OLD BUSINESS

The first order of Old Business was the Employee Handbook. The Trustees, having reviewed the rest of the handbook and accompanying policies for an extended period put the update to vote. On a motion by Cindy Jury, seconded by Martin Isaks, the trustees voted unanimously to accept and approve the revised handbook and policies.

The second order of Old Business was the new and updated public service policies. Ms. Baker handed out copies of the Teen Room Policy and the Policy for Safety of Minors. The policies had been revised as recommended by the Trustees. After a brief discussion, the matter was put to vote. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept and approve the new Policy for Safety of Minors as revised. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept and approve the revised Teen Room Policy.

The third order of Old Business was the HVAC for the Beshara Room. Ms. Baker reported that the company awarded the bid had been contacted and will be scheduling the install shortly.

The fourth order of Old Business was the 2017 budget. The Trustees reviewed the proposed 2017 Operating Budget with the additions and revisions that the Trustees and the Town of Salem provided. The Trustees discussed at length, working through the budget line by line, noting changes and corrections. Ms. Baker was directed to find out if there were any specific budget goals that the Selectmen were recommending. The Trustees decided to have final vote at the August meeting. Ms. Baker will provide a draft memo to the Selectmen prior to the meeting for final approval at the meeting.

NEW BUSINESS

There was no new business.

DIRECTOR'S REPORT

The Trustees reviewed the report for June 2016.

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 for August 23rd at 4:00 PM at the library.

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On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 4:51 PM.