

LIBRARY TRUSTEES' MEETING

March 20, 2013

PRESENT

Martha Breen, Annette Cooke, Kathleen Norton, Michele Garneau and Alison Baker were present. Martha Breen called the meeting to order at 7:32 PM.

MINUTES

On a motion by Annette Cooke, seconded by Kathleen Norton, the Trustees voted unanimously to accept the minutes for the public and non-public meetings on February 6, 2013.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$41,563.44 in the Salem Co-op checking account and \$10,571.68 in the Certificate of Deposit, \$7,462.37 in the Brock Trust Account and 4,956.94 in the Marois Fund account, for a total of \$64,554.43.

There were two bills to consider for a total of \$854.88:

| | |
|---------------------------------------|-----------|
| Ingram (teen audiobooks) | \$ 554.88 |
| Children's Museum of NH (museum pass) | \$ 300.00 |
| Total | \$854.88 |

On a motion by Kathleen Norton, seconded by Annette Cooke, the Trustees voted unanimously to accept the treasurer's report and pay the Ingram invoice of \$554.88 and the Children's Museum of NH pass invoice of \$300.00 for a total of \$854.88.

The Trustees reviewed the final 2012 Expenditure Report and the February 2013 Expenditure Report.

The Trustees' Certificate of Deposit was up for renewal. The Trustees reviewed the options at the Salem Cooperative Bank. On a motion by Kathleen Norton, seconded by Annette Cooke, the Trustees voted unanimously to renew the CD at the 11 month special rate.

OLD BUSINESS

The first order of Old Business was the benefits question from the prior meeting. Ms. Baker reported that she had contacted the HR department and had received a brief overview of the benefits packages offered through the town. After some discussion, Ms. Baker was asked to explore further with HR.

NEW BUSINESS

The first item of New Business was the selection of officers. After some discussion, the Trustees voted. On a motion by Martha Breen, seconded by Annette Cooke, the Trustees voted unanimously to elect Kathleen Norton as Chair. On a motion by Kathleen Norton, seconded by Martha Breen, the Trustees voted unanimously to re-elect Annette Cooke as Vice Chair. On a motion by Annette Cooke, seconded by Kathleen Norton, the Trustees voted unanimously to elect Martha Breen as Treasurer.

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Kathleen Norton took over leading the meeting.

The second item of New Business was a memo to payroll concerning the wage increase for 2013. The wage increase was included in the 2013 operating budget that had recently passed. The trustees, considering the inclusion in the budget, signed a memo directing Payroll to increase the wages of all library staff, mirroring the SEA Union Contract.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights. Of special note was the huge usage of several databases aimed at school students. All posted in February usage that was almost half of the total from 2012. This increase is the result of the work of Natalie Ducharme, who has been building a relationship with the school librarians over the past year.

TRUSTEE MATTERS

Kathleen Norton asked that the Trustees conduct Ms. Baker's performance review at the next meeting. Ms. Baker will send out the forms.

Mrs. Breen had received a letter from the Greater Salem Council of Churches in regard to the annual Way of the Cross, scheduled March 29th. The Trustees were being asked for approval for the group to stop at the library for a reading. There was a discussion of the matter. On a motion by Martha Breen, seconded by Annette Cooke, the Trustees voted unanimously to approve the request.

PUBLIC MATTERS:

There were no public matters.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for April 10th at the library at 5:30 PM.

On a motion by Martha Breen, seconded by Annette Cooke, the Trustees voted unanimously to adjourn the meeting at 8:12 PM.