## LIBRARY TRUSTEES' MEETING September 18, 2013

### **PRESENT**

Kathleen Norton, Martha Breen, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 7:01 PM.

### **MINUTES**

On a motion by Martha Breen, seconded by Kathleen Norton, the Trustees voted to accept the minutes for the August 14, 2013 meeting as printed with the exception of the NH Trustee bill that will be addressed at this meeting.

#### TREASURER'S REPORT

Ms. Baker reported an error in the Bills for Consideration in the Treasurer's Report for the August 14, 2013 meeting. The bill amount for the NH Trustee annual membership should have been \$120.00, not \$60.00, for a new total of \$1,615.00. On a motion by Martha Breen, seconded by Kathleen Norton, the Trustees voted to accept the revised Treasurer's Report for August 14, 2013.

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$45,328.60 in the Salem Co-op checking account and \$10, 613.26 in the Certificate of Deposit, \$8,830.80 in the Brock Trust Account and \$4,109.42 in the Marois Fund account, for a total of \$68,882.08. The Marois account reflected the \$850.00payment to the Town of Salem, reimbursing the cost of the Naxos database.

There were 3 bills for consideration:

Museum of Fine Arts, Boston (pass)	\$475.00
Wright Museum (pass)	\$ 75.00
McAuliffe-Shepard Discovery Center (pass)	\$300.00

Total Bills \$850.00

On a motion by Martha Breen, seconded by Kathleen Norton, the Trustees voted unanimously to accept the Treasurer's report and pay the bills.

The Trustees reviewed the treasurer's spreadsheet report and the monthly expenditure report. The library remains on track for the 2013 budget.

### **OLD BUSINESS**

The first item of Old Business was the 2014 Library budget. Mrs. Breen, Ms. Baker, and Ms. Ducharme reported that the presentation to the Selectmen on Monday, September 16<sup>th</sup> had gone well. Ms. Baker presented a draft memo for the Budget Committee. The Trustees reviewed the memo and decided to send the draft as written. The Trustees reviewed the Budget calendar to determine the date for the presentation to the Budget Committee and the votes. Ms. Baker will double-check the time and location for the Trustees.

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The second order of Old Business was proposed possible purchases by the Trustees. Ms. Baker distributed an updated list of recommendations that included the desk for the Assistant Director and specific choices for the furniture. The Trustees reviewed the selections and decided to move forward with the selections being proposed. On a motion by Martha Breen, seconded by Kathleen Norton, the Trustees voted unanimously to approve the purchase of desks and chairs as proposed for an amount from Trustee Funds to not exceed \$6,625.00. Ms. Baker will bring a finalized cost for the blinds to the next meeting.

# **NEW BUSINESS**

The first order of New Business was SWOT. Ms. Baker had attended a Strategic Planning Workshop and proposed that the Trustees and staff begin some of the recommended preliminary processes, including SWOT exercises. The Trustees agreed to the plan, but because not all the Trustees were present, decided to table the SWOT until the next meeting.

Ms. Baker distributed a handout with several samples of job descriptions for Library Board of Trustees. To improve understanding of what the responsibilities, expectations and requirements for being a board member for anyone interested in serving, Ms. Baker recommended that the Trustees develop a job description for the Kelley Board. The Trustees agreed and will review the samples and start the discussion at the next meeting.

### **DIRECTOR'S REPORT**

Ms. Baker distributed her report and discussed the highlights. Ms. Baker talked about the recent fire response due to an air conditioning unit's motor failing. She also reported about the additional problems with the various air conditioning units over the past couple of weeks that were currently being worked to resolve.

#### TRUSTEE MATTERS

The Trustees discussed Trustee Annette Cooke's success in getting the Salem Lion's Club and the Salem Women's Club to underwrite the 1000 Books by Kindergarten Program planned by the children's room.

### **PUBLIC MATTERS:**

## DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for October 30<sup>th</sup> at 7PM at the library.

On a motion by Martha Breen, seconded by Kathleen Norton, the Trustees voted unanimously to adjourn the meeting at 7:40 PM.