

LIBRARY TRUSTEES' MEETING

September 18, 2013

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 30th 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.