

LIBRARY TRUSTEES' MEETING

November 28, 2012

PRESENT

Martha Breen, Annette Cooke, Kathleen Norton, Michele Garneau and Alison Baker were present. Martha Breen called the meeting to order at 5:35 PM.

MINUTES

On a motion by Annette Cooke, seconded by Martha Breen, the Trustees voted 2 approve, 1 abstain (Kate Norton, absent at last meeting) to accept the minutes of October 24, 2012.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$47,997.90 in the Salem Co-op checking account and \$10,499.26 in the Certificate of Deposit, \$7,456.87 in the Brock Trust Account and 4,954.53 in the Marois Fund account, for a total of \$70,908.56.

Ms. Baker indicated that the amount for the Baker and Taylor bill was incorrectly listed as \$200 instead of the correct \$71.87. On a motion by Kathleen Norton, seconded by Annette Cooke, the Trustees voted unanimously to accept the Treasurer's report as corrected and pay the \$71.87 to Baker and Taylor for memorial books, \$250.00 to the JFK Presidential Library and Museum for a pass and \$2,000.00 for the Kidder Concrete Cutting and Coring, Inc. invoice for \$2,000.00 for a total of \$2,321.87.

The Trustees reviewed the October expenditure report. The library remains on target with the budget. Ms. Baker said it was too early to predict what leftover funds, if any, would be available for use in a warrant article.

Ms. Baker distributed copies of the Investment Policy that needed to be reaffirmed annually. The Trustees read through the policy. On a motion by Annette Cooke, seconded by Kathleen Norton, the Trustees voted unanimously to reaffirm the policy as written.

OLD BUSINESS

The first order of Old Business was the new Teen Room. Ms. Baker reported that the door had been cut through to the children's room and the project came in under budget. She asked the Trustees and Mrs. Cooke as a representative of the Salem Lions Club if using the saved funds for an additional computer and computer furniture would be appropriate. The Trustees agreed. Mrs. Cooke asked that the computer include sight enhancement options. Ms. Baker will make sure of it.

Mrs. Cooke asked that Ms. Baker get in touch with the local television station to arrange for additional marketing of the Teen space. The Trustees suggested adding a slide to the community announcements and seeing if information could be added to similar slide shows at the high school and middle school.

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The second item of Old Business was the Children's Room Internet Policy. The Trustees discussed aspects in detail, raising concerns about access to inappropriate material. Ms. Baker said that blocking software was on the computer and could be changed to address issues. Chair Mrs. Breen asked for agreement in the document in regards to age. After some discussion it was decided to alter section 2 of the guidelines to read grade 8 or under. On a motion by Kathleen Norton, seconded by Annette Cooke, the Trustees voted unanimously to adopt the proposed Children's Room Internet Policy with the change to Section 2 of the Guidelines to read: "Users must be in grade 8 or under and have a valid Kelley Library Card".

NEW BUSINESS

The first item of New Business was Warrant Articles. The Trustees discussed the options. Ms. Baker reported 2 recent resignations would use up a substantial portion of the existing Employee Separation Fund. The Trustees tentatively decided to plan to use a Warrant Article to replace what had been expended.

The second item of New Business was staff changes. Ms. Baker reported that Catherine Cloutier, Assistant Children's Librarian, had submitted her resignation effective December 15, 2012.

The third item of New Business was Youth Services Librarian Job Description. Ms. Baker distributed proposed changes to the current Assistant Children's Librarian job description. Ms. Baker would like to focus this position on older elementary and Teen services, necessitating the job name as well. The proposed changes reflected the work currently being done, with an inclusion of Teen services. On a motion by Kathleen Norton, seconded by Annette Cooke, the Trustees voted unanimously to accept the proposed job description for Youth Services Librarian.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights.

TRUSTEE MATTERS

Chair Martha Breen asked for an update for the replacement plans for the annual Holiday Tea. Ms. Baker reported that Samantha McCann and Heather Alfano had been contacted and would each be performing on one of the Saturdays.

PUBLIC MATTERS:

There were no public matters.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for December 18th at the library at 5:30 PM.

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On a motion by Annette Cooke, seconded by Kathleen Norton, the Trustees voted unanimously to adjourn the meeting at 6:25 PM.