

LIBRARY TRUSTEES' MEETING

August 14, 2013

PRESENT

Kathleen Norton, Martha Breen, Annette Cooke, and Alison Baker were present. Kathleen Norton called the meeting to order at 5:19 PM.

MINUTES

On a motion by Martha Breen, seconded by Annette Cooke, the Trustees voted to accept the minutes for the July 17, 2013 public meeting as printed. On a motion by Annette Cooke, seconded by Martha Breen, the Trustees voted to accept the minutes for the July 17, 2013 non-public meeting as printed.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$45,612.59 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 \$4,959.02 in the Marois Fund account, for a total of \$70,005.67.

There were 4 bills for consideration:

Boston Children's Museum (pass)	\$700.00
Museum of Science (pass)	\$600.00
Isabella Stewart Gardner Museum (pass)	\$195.00
NH Trustees (annual memberships)	\$ 60.00

Total Bills	\$1,555.00
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On a motion by Martha Breen, seconded by Annette Cooke, the Trustees voted unanimously to accept the Treasurer's report and pay the bills to the Boston Children's Museum for \$700.00, the Museum of Science for \$600.00, the Isabella Stewart Gardner Museum for \$195.00 and the NH Library Board of Trustees Association for \$60.00 for a total of \$1555.00.

Ms. Baker had looked into the transfer procedure to reimburse the Town for the Naxos invoice. On a motion by Annette Cooke, seconded by Mrs. Breen, the Trustees voted unanimously to transfer \$850.00 from the Marois account to the checking account to reimburse the Town for the Naxos invoice as planned in the 2013 budget. Mrs. Breen will take documentation to the Salem Cooperative Bank and transfer the funds.

The Trustees reviewed 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. Ms. Baker presented the Trustees with the update budget based on the recommendations at the last Trustee meeting. Adding the server and 2 computers into line 70100-4600 Office Furniture and Equipment increased the line to \$6,924 which is in line with previous levels in prior budgets. Adding the walkway repair project to line 70110-4452 Building Maintenance

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August 14, 2013

increased that line by the \$5,576 estimates for the project. These additions resulted in a \$18,822 or 1.37% increase over the 2013 budget. The Trustees discussed the additions. On a motion by Martha Breen, seconded by Annette Cooke, the Trustees voted unanimously to put forward a budget for 2014 with a bottom line of \$1,390,398 equivalent to a 1.37% increase over 2013. Ms. Baker will finalize the forms and send the documents over in a week.

The second order of Old Business was staff changes. Ms. Baker reported that Natalie Ducharme had accepted the offer of becoming the new Assistant Director. She will start on Sept 1 in that role. The board discussed the other candidates for various positions within the library. Ms. Baker will follow through with the plan.

The third order of Old Business was proposed possible purchases by the Trustees. Ms. Baker distributed a list of recommendations. The Trustees discussed at length and decided that they would like to move forward with the list. Ms. Baker will make a finalized plan for the next meeting.

NEW BUSINESS

Ms. Baker brought forward an idea for getting logo for the library. The option is 99 Designs which connects designers with organizations. For \$499 the library will be given designs from 60 artists, with the opportunity for feedback and updating. The final design will be chosen by the library. The Trustees would like to move forward with the idea.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights. Of special note was how the BISAC project is unexpectedly helpful in new ways, such as in providing additional statistical information that will help with selection of material.

TRUSTEE MATTERS

Annette Cooke asked about potential projects for the Lions Club to consider. Ms. Baker suggested the 1000 Books by Kindergarten project. Mrs. Cooke was interested, and Ms. Baker will work on a detailed plan, and look for other ideas as well.

PUBLIC MATTERS:

Ms. Baker reported that Cory Nowak's Eagle Scout project is near completion. The installation along the marsh should be by the end of the month.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for September 18th at 7PM at the library.

On a motion by Annette Cooke, seconded by Martha Breen, the Trustees voted unanimously to adjourn the meeting at 6:08 PM.