

LIBRARY TRUSTEES' MEETING

January 10, 2017

PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 3:05 PM.

MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to accept the minutes for December 6, 2016.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$41,526.02 in the Salem Co-op checking account and \$10,782.91 in the Certificate of Deposit, \$7,632.54 in the Brock Trust Account and \$1,721.19 in the Marois Fund account, for a total of \$61,662.66. Ms. Baker told the Trustees that the Marois and Checking account did not include the final interest for 2016, estimated to be less than \$4.00 total

There were no bills.

The Trustees reviewed the preliminary Expenditure Report for the Operating Budget for December. The final 2016 bills are not due until later in January. Ms. Baker reported that while there were sufficient funds to cover the outstanding bills, the budget will be very close to expended this year.

The Trustees reviewed the letter from the Salem Co-op concerning the CD account being up for renewal. Ms. Baker provided a list of the options and the interest levels for each. Martin Isaks asked about what kind of investment were allowed by law. After some discussion, Martin Isaks agreed to meet with the bank and get advice concerning this investment. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to support the bank's advice on the best method of investment for the funds. If further decisions needed to be made, the Trustees agreed to do an email discussion and vote, to be entered officially into the record in February.

OLD BUSINESS

The first order of Old Business was the Warrant Articles. Ms. Baker reported that they had been signed and sent over to town. The Trustees reviewed the Q&A sheets concerning the warrants, as well as the Budget Calendar for the next month.

The second order of Old Business was Benefits. Ms. Baker reported to the Trustees information she had gotten during a meeting at HR concerning the new SEA Union Contract and Health Benefits. The Trustees discussed at length. Ms. Baker was directed to ask that a representative from HR attend the next Trustee meeting to answer so lingering questions.

NEW BUSINESS

The first order of New Business was Financials and the Audit. Kathleen Norton read aloud a letter/questionnaire from the auditors, and the Trustees had a lengthy discussion concerning possible changes in procedures, how expectations were met, and answers to the questions. The Trustees agreed that they

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were meeting the requirements of the law and the questionnaire. Kathleen Norton will draft an answer to the letter, and share with the other Trustees for input and approval.

The second order of New Business was the 2016 annual report. The Trustees reviewed the documents put together for the Town Report. Ms. Baker reported that the financial part was not complete because final figures for 2016 had not been received from the bank as yet. Ms. Baker was directed to send the documents over to Town for inclusion in the Town Report

DIRECTOR'S REPORT

The Trustees reviewed the report for December 2016.

TRUSTEE MATTERS

Martin Isak brought forward concerns from 3 community members about the lack of Christmas decorations at the library this year. Ms. Baker reminded the board of the role a library has in the community of being inclusive and not espousing one belief or point of view. She reported that the Garden Club traditionally donated a wreath, but had not this year. Additionally, changes in the layout of the library have severely limited space for decorations. The Trustees discussed at length. The matter will be revisited nearer the end of 2017.

PUBLIC MATTERS

There were no Public matters.

NON-PUBLIC MEETING

At 4:14 PM, Cindy Jury made the motion that the Trustees move to a non-public session pursuant to RSA 91A:311a, pertaining to personnel. Martin Isaks seconded. Cindy Jury asked for a roll call vote: Cindy Jury voted in the affirmative, Martin Isaks voted in the affirmative, and Kathleen Norton voted in the affirmative. The motion passed.

The Trustees came out of non-public at 4:31PM

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting for February 7, 2017 at 5:30 PM at the library.

On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 4:36 PM.