

## LIBRARY TRUSTEES' MEETING

April 24, 2008

PRESENT: Rosemarie Hartnett, Martha Breen, Sally Gilman, Eleanor Strang, Jean Williams

Mrs. Hartnett called the meeting to order at 4:35 PM.

### MINUTES

On a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees voted unanimously to accept as printed the minutes of the meetings of March 13, 2008 and March 24, 2008.

### TREASURER'S REPORT

The director reported that the balances in the trustees' accounts were as follows: \$10,613.76 in the checking account; \$4,891.99 in the Marois account; and \$11,945.91 in the Certificate of Deposit, for a total of \$27,451.66. She indicated that there were currently no bills to be considered for payment from trustee funds.

The director distributed printouts showing expenditures from the Operating Budget as of March 31, 2008. The reports showed that 21.8% of the budget of \$1,430,639 had been expended at that point.

### OLD BUSINESS

The first item of Old Business was the selection process for the new director. The trustees and administrators reviewed the applications which have been received, and the four with the strongest credentials were selected to be interviewed. The director will contact them to set up interviews for April 28 and April 30, if possible. She distributed a list of possible interview questions, and the trustees determined the order of questions and decided who will ask each.

### NEW BUSINESS

The first item of New Business was the acceptance of the following monetary donations: \$1,000.00 from the Salem Kiwanis; \$400.00 from an anonymous donor; and \$100.00 from the Moms' Club. The director explained that the Kiwanis would like their donation to be used for the children's department, and she had worked with the children's librarians and determined that an AccuCut machine and sets of dies would be a great help in creating craft projects for children. The Kiwanis are enthusiastic about that use of their donation. Regarding the anonymous donation, the director read aloud the short note that accompanied it, which stated that it was to be used for the retirement celebration for the director and assistant director, with any left over to go toward other celebrations. The \$100.00 from the Moms' Club is to be used for the Children's Room. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to accept these three donations. The funds will be deposited into the trustees' checking account as unanticipated gifts and the appropriate expenses will be paid from the account.

The second item of New Business was the request from GMILCS that each library's patron database be purged of unnecessary information regarding patrons whose cards have expired. The director explained that the GMILCS staff members want to minimize the size of the database in order to control the costs of the upcoming migration to Polaris, and are recommending that the member libraries purge patron records which expired more than 2 years ago, keeping those who owe \$10 or more in any one fine and those who have been billed for lost items. After discussion, on a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees unanimously voted that the Kelley Library's patron database be purged as recommended.

### DIRECTOR'S REPORT

The director reported that:

- Patron-initiated inter-library loan among GMILCS libraries began on March 17, meaning that patrons can directly request items owned by other GMILCS libraries via the online catalog, and have them delivered to their home library for pick-up. This has resulted in a great increase in the number of books and media being transported among the GMILCS libraries. The feedback from patrons has been very positive. The library staff in the circulation and reference departments are to be commended for their creativity and hard work in making this new service work so well.
- Water is still seeping into the elevator pit, so the more extensive and expensive waterproofing project will have to be done. Increasing the cost of the project is the fact that a qualified elevator inspector must be on hand for the duration of the work, which is scheduled for May 12 through May 14.
- The underground oil tank passed the survey on April 2 of its cathodic protection system, which has to be tested every three years. A great deal of work was done to retrofit access sumps for alarm probes in order to meet new state requirements, and that part of the system passed the state inspection, which was done on April 15. However, the monitoring system did not pass the inspection, and an electrician was sent by Les Cartier & Associates to correct that problem. A representative of Cartier will come tomorrow to officially verify that the problem is solved and do the forms which have to be forwarded to the state. The cost of all the work, tests, and consultant services which have been required for the oil tank system will be high.
- The committee created by Selectmen Chairperson Beth Roth to judge the stories submitted by the public about the Salem train depot met at the library on April 7. The director was on the committee, which judged and rank-ordered the stories. They will be compiled into a book illustrated by students from the Salem School District.
- Susan McLoughlin of Salem Cable Television interviewed the director and assistant director about their upcoming retirements. The interviews can be seen on channel 17.
- A large map showing the locations of veterans' markers in Salem has been given to the library by Robert Castricone, and has been placed at the display area at the Main Street entrance.
- The KLAS event in March, featuring Dr. Denise Doxey discussing Egypt's Valley of the Kings, was excellent and very well attended. The April event featured humorist Joann Duncanson in a program entitled "Laughing at Ourselves."
- The "Food for Fines" drive began on April 14 and will continue through April 26. The second week brought a large number of donated food items.
- The migration of the GMILCS libraries to the new Polaris system will "go live" on August 27. Much work and training will be done in preparation.

#### TRUSTEE MATTERS

Mrs. Hartnett had asked for an updated staff salary list after the 3% COLA was approved at town meeting on March 15, and the director distributed it to the trustees.

#### DATE AND HOUR OF NEXT MEETING

The trustees will interview candidates for director at the library beginning at 4:00 PM on: April 28, 2008 and April 30, 2008. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to adjourn at 7:05 PM.

Respectfully submitted,  
Eleanor Strang, Director