

# LIBRARY TRUSTEES' MEETING

## February 5, 2018

### PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 6:02 PM.

### MINUTES

Cindy Jury pointed out an error on the date in the non-public minutes header. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to accept the minutes for December 11, 2017, as well as the corrected minutes for the non-public meeting on December 11, 2017.

### TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows:

Checking Account (Salem Coop Bank)	\$ 51,188.50
Certificate of Deposit (Salem Coop Bank)	\$ 10,831.01
Subtotal	\$62,019.51
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,052.89
Marois Bequest Account (Salem Coop Bank)	\$ 1,023.02
Subtotal	\$9,075.91
<b>Total Trustee Funds</b>	<b>\$71,095.42</b>

Bills for consideration:

Ingram (Memorial purchase)	\$ 17.04
John Maguranis	\$ 250.00
Distinctive Window Coverings	\$3,740.00
<b>Total Bills</b>	<b>\$4,007.04</b>

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the Treasurer's report and pay the bills as presented.

Ms. Baker presented a proposed budget for the Trustee Funds for 2018. After review, the trustees put off a vote until they had reviewed the proposed purchases being suggested by Ms. Baker.

### OLD BUSINESS

*The first order of Old Business was Warrants:*

Ms. Baker handed out another copy of the warrants that would be moved to the ballot at the 1<sup>st</sup> Deliberative Session on February 10<sup>th</sup>. Kate Norton is prepared for her part of the process.

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### *The second order of Old Business was the Children's Bathroom*

Ms. Baker reported that the project was complete except for some decorative additions. She invited the Trustees to take a moment to look at the complete work.

### **NEW BUSINESS**

#### *The first order of New Business was Trustee Purchases*

Ms. Baker distributed a proposed list of Trustee Purchases. She reminded the Trustees that they had not purchased anything in 2017, so they were starting 2018 with at least \$10,000 they could expend. The list included:

- Blinds for the Director and Asst. Director offices and the Kelly Room
- Scheduling software
- A new People Counter System due to the vandalization of the current.

The Trustees had come to a decision to approve the blind project via email. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to fund the blinds. Ms. Baker said they were scheduled for installation on 2/8/18.

The Trustees discussed the scheduling software at length. Ms. Baker reported that too much time as being expended on scheduling. The product would be an annual subscription with an online interface. After a lengthy discussion, the Trustees agreed to the purchase.

The Trustees then discussed the new People Counter. Ms. Baker recommended an overhead thermal product that would be more effective, accurate, low-maintenance, and difficult to vandalize, and distributed information about the system. Due to there being 3 entrances, the initial cost was high, which concerned the Trustees. There would also be an annual cost for the subscription for the software, also an online interface. Ms. Baker talked about the benefits of detailed statistics, as well as the low ongoing maintenance since the product would run on internet cabling rather than batteries. After lengthy discussion, the Trustees decided to move ahead. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted in favor of the proposed additional projects.

The Trustees then returned to the proposed 2018 Trustee Funds budget. On motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the proposed budget.

#### *The second order of New Business was the Annual Report*

Ms. Baker distributed the annual report to the Trustees. The elements had been submitted to the town for inclusion in the Town Report.

#### *The third order of New Business was Staff Training*

Ms. Baker asked if the library could be closed for the morning on Patriot's Day for a training opportunity for the staff related to emergencies and safety. The Trustees agreed this would be a good thing to do.

### **DIRECTOR'S REPORT**

The Trustees reviewed the report. Ms. Baker went over some plans of action on circulation.

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**TRUSTEE MATTERS**

Martin Isaks asked that the hours information on display via the Town TV stations be updated.

**PUBLIC MATTERS**

There were no public matters

**DATE AND TIME OF NEXT MEETING**

The Trustees set the date and time for the next meeting for March 27<sup>th</sup> at 6:00 PM at the library.

On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 7:05 PM.