

Library Trustees' Meeting  
January 24, 2007

PRESENT: Martha Breen, Sally Gilman, Eleanor Strang, Jean Williams  
Mrs. Hartnett was unable to attend due to health issues.

Mrs. Breen called the meeting to order at 11:25 AM.

MINUTES

On a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees voted 2-0 to accept as printed the minutes of the meeting of December 15, 2006.

TREASURER'S REPORT

The director reported that the balances in the trustees' accounts were as follows: \$27,780.61 in the checking account; \$4,858.52 in the Marois account; and \$11,221.35 in the Certificate of Deposit, for a total of \$43,860.48. She reported that, in accordance with the decision at the December 15 trustees' meeting, the entire balance of the Certificate of Deposit had been renewed for 11 months at the special rate of 5.13%. She indicated that there was one bill to consider for payment from trustee funds: \$411.00 to the Rockport Technology Group for the work involved in providing Internet access in the two meeting rooms. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted 2-0 to pay this bill from trustee funds.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

The first item of New Business was the Warrant Articles: one for a cost of living increase for library staff, and the other to request funding for the newly created trust fund for employee separation payments. The director reported that the Selectmen are requesting a 3% COLA for the SEA union, which the library historically mirrors, and that the cost of a 3% COLA for library employees effective April 1, 2007 would be \$19,463. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted 2-0 to put forth a petition warrant article in the amount of \$19,463 for a 3% pay increase for all library employees effective April 1, 2007. Regarding the second article, the consensus at the previous meeting was to request that the amount unexpended from the 2006 Operating Budget be put in the trust fund for separation payments. The director reported that the amount unexpended from the Operating Budget of \$1,355,489 was \$14,607. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted 2-0 to put forth a petition warrant article requesting that \$14,607 be placed in the Kelley Library Employment Separation Benefits Trust Fund.

The director distributed calendars showing important upcoming meetings: the first deliberative session of Town Meeting on February 10; the Budget Committee's meeting on petition warrant articles on February 14; and the second deliberative session of Town Meeting on March 17. Also, the Selectmen will take up the petition warrant articles on either February 5 or February 12.

The second item of New Business was the Common Borrowing Program of GMILCS. The director and assistant director suggested that the Kelley Library allow more of its media collections to be able to be borrowed by patrons of other GMILCS libraries, so that the Kelley Library's policy in this regard would be closer to that of the other libraries. They recommended that CD audiobooks, non-fiction videos, and non-fiction DVDs be added to the list of what is able to be borrowed by patrons of other GMILCS libraries through this program. They recommended that movie videos and movie DVDs, because of their two-day borrowing period, continue to be excluded from being able to be borrowed by patrons of

other GMILCS libraries. After discussion, on a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted 2-0 to allow CD audiobooks, non-fiction videos, and non-fiction DVDs to be loaned to patrons of other GMILCS libraries through the Common Borrowing Program.

#### DIRECTOR'S REPORT

The director reported that the library's total circulation hit an all-time high in 2006, reaching 311,114. She reported that she was interviewed about the library in a live radio show on WCCM on January 23. She reported that the January program in the KLAS series on Reflexology was well attended, and that the children's librarians had carried out special programs, including one on Charlotte's Web, during the December school vacation. She indicated that the bookmarks advertising the downloadable audiobook program had been revamped to be more eye-catching and more informative. She distributed those new bookmarks, as well as the bookmarks listing the events in the KLAS series through June. The assistant director reported that the total number of unexpired library cards is 10,599: 8,787 adult and 1,812 juvenile.

#### TRUSTEE MATTERS

There were no trustee matters.

The next meeting was set for Friday, March 16, 2007 at 5:15 PM at the library.

On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted 2-0 to adjourn at 12:20 PM.

Respectfully submitted,

Eleanor Strang, Director