

# LIBRARY TRUSTEES' MEETING

March 18, 2019

## PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Alison Baker and Natalie Ducharme present. Kathleen Norton called the meeting to order at 5:33 PM.

## OFFICER ELECTIONS

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees unanimously voted to re-elect the officers to their current positions: Kate Norton, Chair; Cindy Jury, Vice Chair and Martin Isaks, Treasurer.

## MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees unanimously voted to accept the minutes as amended for the February 11, 2019 public meeting.

## TREASURER'S REPORT

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

Checking Account (Salem Coop Bank)	\$ 49,093.18
Certificate of Deposit (Salem Coop Bank)	\$ 10,918.31
Subtotal	\$60,011.49
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,588.00
Marois Bequest Account (Salem Coop Bank)	\$ 274.05
Subtotal	\$ 8,862.05
<b>Total Trustee Funds</b>	<b>\$68,873.54</b>

## *Bills for Consideration*

There were no bills

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the Treasurer's Report.

Ms. Baker presented to application to put her on the Town of Salem Purchasing Card Account. The Trustees discussed the single purchase amount and the 30 day limit required on the form. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to setting the single purchase amount to \$1,500 and the 30 day limit to \$2,000.

There was no expenditure report.

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## **OLD BUSINESS**

*The first order of Old Business was Succession Planning for the Director*

The Trustees agreed to follow up on 3 recommendations from Ms. Baker for additions to the search committee. Ms. Baker will send out contact information to the Trustees, with a view of inviting the three to the next Trustee meeting.

Kate Norton shared a hiring timeline with the Trustees, who reviewed at length. After discussion, the Trustees decided to follow the plan as presented.

The Trustees discussed a variety of topics about the planning process and the interview process.

*The Second order of Old Business was Annual Project – Policy Review and Clean-up*

The Trustees discussed the two draft policies from the last meeting: Bulletin Board and Signage. The discussion was at length with Ms. Baker answering a variety of questions.

- Bulletin Board Policy: On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to accept the proposed policy as written.
- Signage on Library Property: On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to accept the proposed policy as written.

The Trustees then reviewed three other documents.

- Inclement Weather: This was a new policy proposed to help with the decision making process concerning closing the library due to weather
- Goals: This was a list of goals developed some time ago, updated to current times
- Compensatory Time: This was a proposed update to the existing policy to more closely reflect actual practice rather than reflecting the SEA union decision.

The Trustees discussed briefly with a view for reviewing more carefully for discussion at a future meeting.

## **NEW BUSINESS**

*The first order of New Business was the Wage memo*

Ms. Baker passed around a memo for the payroll department concerning the COLA increase for all staff per the Warrant Article that was passed at the recent election. Each Trustee signed.

*The second order of New Business was By-laws review*

Ms. Baker recommended that the Trustees review the existing by-laws for any updates. As a suggestion, she mentioned that the process for replacing a Trustee mid-term was not included. The Trustees will review for discussion at a future meeting.

*The third order of New Business was the Way of the Cross*

Ms. Baker reported that she had not heard from the organization as yet, but wanted to have the Trustee input ready for any contact. She reported that they were keeping away from the front entrance, but blocked the

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lower lot entrance last year. The Trustees reaffirmed their permission to use library grounds away from entrances, not blocking access or driving, with the corner at Main and Geremonty recommended.

## **DIRECTOR'S REPORT**

The Trustees reviewed the printed report. Ms. Baker reported that a staff person was out pending a Worker's Compensation claim. Ms. Baker also reported that the power crisis had been fully resolved and gave a brief overview of the elevator repair. In response to enquiry, Ms. Baker reported that the emergency situation protocol had been reviewed and a revision was being worked on.

## **TRUSTEE MATTERS**

There were no Trustee Matters

## **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 April 30<sup>th</sup> at 5:30 PM at the library.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to adjourn the meeting at 7:01 PM.