

LIBRARY TRUSTEES' MEETING

May 23, 2012

PRESENT

Martha Breen, Kate Norton, Annette Cooke, and Alison Baker. Martha Breen called the meeting to order at 7:04 PM.

MINUTES

On a motion by Kate Norton, seconded by Martha Breen, the Trustees voted, with Annette Cooke abstaining, to accept the minutes of April 25, 2012.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$47,369.18 in the Salem Co-op checking account and Certificate of Deposit, \$10,996.29 in the Marois Account and Brock Trust Fund account, for a total of \$58,365.47.

Ms. Baker presented the new form outlining the various accounts. The form now breaks the funds into unrestricted (checking and CD accounts) and restricted (Marois and Brock).

There were 3 bills to consider:

American Independence Museum Pass	\$ 50.00
Boston Children's Museum	\$ 700.00
Demco (Memorial for furnishings)	\$ 821.07
Total	\$1571.07

On a motion by Kate Norton, seconded by Annette Cooke, the Trustees voted unanimously to accept the Treasurer's Report and pay the bills for a total of \$1571.07.

The Trustees reviewed the expenditure report for April 2012. The library was on target with just under 33% expended with 33% of the year completed.

PUBLIC MATTERS:

Public matters were brought forward in the agenda to accommodate a presentation to the Board by Corey Nowak. Corey, an Eagle Scout candidate with Troop 159, presented the Board with the project he was proposing to do in cooperation with the library. Eagle Scout projects must benefit the community and any organization that benefits from the project must also be an organization that works for and benefits the community. Corey proposed a series of 6 wooden stands to be mounted on library grounds along the edge of the marsh. The stands would be holding details about the flora and fauna in the marsh. Corey stressed that this project is similar to an Eagle Scout project done for the Town Forest, and that it would provide educational information for people using the library and the marsh. Corey will be raising funds with a book sale and a water and candy sale at the Transfer Station if needed. The Trustees were unanimous in their support and appreciation for the project and signed the appropriate documents to indicate their support.

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OLD BUSINESS

The first item of Old Business was the HVAC project. Ms. Baker gave an overview of the plans concerning the installation of the three units. The library will be closed from 9-5 on May 30th to allow for the removal and installation of the 3 ceiling units. The library will be open from 5-9 that day. The project should take about 5 days. Ms. Baker said she was pleased at the professionalism, planning and good communication provided by Correct Temp.

The second item of Old Business was the Trustee Conference. Ms. Baker reported back about the conference that Michele Garneau and Ms. Baker had attended on May 21st. The sessions were all helpful and informative. Ms. Baker had attended a Strategic Planning session that would be helpful should the Trustees decide to do such a plan, but the session also offered valuable ideas that could be pursued regardless. The most helpful session was about the various funds of money and the laws directing the handling of them by Library Trustees. The presentation was by Terry Knowles of the Attorney General's Office. All the questions about Trust and Bequest Fund expending as well as gross budgeting were clarified.

The Trustees looked over the announcement of workshops by Ms. Knowles on Library Trust Funds that will be offered in June. Mrs. Cooke and Ms. Norton plan to attend as they have not had a chance to as yet. Ms. Baker was asked to make the arrangements.

NEW BUSINESS

The first item of New Business was Gross Budgeting. Ms. Baker reported that she had been in talks with Jane Savastano, Financial Director of the Town of Salem, concerning gross budgeting and the expenditure of the Brock and Marois funds. As these are classified as anticipated funds, their expenditure has to be done through the Operating Budget. Ms. Baker distributed an overview of various Trustee funds and their relationship to gross budgeting. Ms. Baker also reported that the Town has pushed back the start of the budget process a month to June this year.

The second item of New Business was GMILCS membership. With the development of the 2013 budget approaching, Ms. Baker informed the Trustees of two new services that will now be part of the annual membership dues. The Library will be paying its share of a weekly delivery service, at an annual cost of \$1,200. Additionally, the Library will be paying its share of an ebook service provided by 3M through Polaris, the library's ILS at a cost of less than \$1,000 per year. The Trustees agreed both services were important and at a reasonable cost.

The third item of New Business was the new employee. Ms. Baker reported that Michelle Blaikie had been hired to replace LiWen McCann, who had resigned last month. Michelle had been hired from a very strong group of candidates.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights. The various conferences and workshops attended by staff were highlighted.

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TRUSTEE MATTERS

Mrs. Breen brought up the fact that natural gas was now coming through town along Main Street and down Geremonty. The Trustees discussed the idea of refitting the library for natural gas heat. Ms. Baker was asked to explore this.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for June 20th at the library at 7:00 PM.

On a motion by Ms. Norton, seconded by Mrs. Cooke, the Trustees voted unanimously to adjourn the meeting at 7:58 PM.