

LIBRARY TRUSTEES' MEETING

June 13, 2018

PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 6:00 PM.

MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to accept the minutes for April 30, 2018.

TREASURER'S REPORT

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

Checking Account (Salem Coop Bank)	\$ 47,835.91
Certificate of Deposit (Salem Coop Bank)	\$ 10,844.97
Subtotal	\$58,680.88
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,054.19
Marois Bequest Account (Salem Coop Bank)	\$ 1,023.45
Subtotal	\$9,077.64
Total Trustee Funds	\$67,758.52

Bills for consideration:

America's Stonehenge (museum pass)	\$ 120.00
S&S Worldwide (SR program supplies)	\$ 629.27
NH Library Trustee Assoc. (Membership)	\$ 150.00
Squam Lake Natural Science Center (program)	\$ 338.00
Total Bills	\$1237.27

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

The Trustees reviewed the spreadsheet version of the Treasurer's report. They then reviewed the expenditure report for April 2018.

OLD BUSINESS

The first order of Old Business was the Vision for the next 2-5 Years

Ms. Baker distributed copies of the Facility projects the Trustees had worked with previously as well as a draft of a Facility Project Timeline for the next 3 years. The Trustees discussed the projects at length, evaluating the

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right timing, potential costs, and priorities. Ms. Baker was directed to get quotes on a number of the projects in preparation for the development of the 2019 Operating Budget.

The second order of Old Business was the Policy Update

The Trustees did a final review and discussion of the proposed change to the Patron Conduct Policy and the Patron Use of Library Spaces Policy. The Trustees determined that the new policies would provide a broader coverage for unanticipated issues, as well as outlining in a positive what expectations for library users and library staff. On motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the updated policies.

The third order of Old Business was benefits

The matter was tabled for discussion at the non-public.

NEW BUSINESS

The first order of New Business was New Hires

Ms. Baker reported on the new staff that had been hired to fill a 20 hour position in the children's room and a full time position, replacing Audrey Laroche who is retiring. She said that the candidates stood out from the other options, and should be a great addition to the library. Meredith Telschow, an MLS student, will be starting July 9, and Karen Brown, current Assistant Director at Cambridge Public Library, will be starting in the revised Head of Adult Services position being left vacant by Ms. Laroche.

The second order of New Business was the Book Sale and Donations

Ms. Baker reported that our current source for donating books that don't sell at the library has gone bankrupt and finding a replacement is unlikely. She outlined various options, asking that the Trustees be prepared that the Library may need to get out of the book selling business due to lack of sellable donations and far too many that the library has to pass on. The Trustees asked Ms. Baker to report back at the next meeting after checking into one last option.

The third order of New Business was Policy Update

Ms. Baker distributed copies of two new policies – replacing prior policies relating to library use and patron behavior. Because of several incidents in recent weeks, Ms. Baker suggested that the policies needed to be refocused and more inclusive of situations like these. The new policies spell out the expectation that every library user is responsible for ensuring the library is a welcoming site for all users. The Trustees will review the proposed policies and discuss at the next meeting.

Ms. Baker had an additional topic that came in too late to include on the agenda but needed the Trustees' advice.

- Chris Colella, Facility Manager, had suggested that the stump on the driveway from the upper to lower level, be carved by a chainsaw artist. The Trustees were delighted by the idea and directed Ms. Baker to explore further. Replacing the dead tree with another was not recommended due to the proximity of the Library's sewer line.

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DIRECTOR'S REPORT

The Trustees reviewed the printed report. Ms. Baker expanded on two facility issues: the elevator stopping, and the Fire Alarm Box going off after power blips. Ms. Baker said that the elevator service company had worked out the problem and was set to repair it. The alarm box issue will be part of the 2019 completion of the alarm system upgrade. The Trustees asked that if the estimate for replacement is manageable to have the work done in the 2018 budget year.

TRUSTEE MATTERS

Cindy Jury reported on some research she had done, exploring what other libraries in the country were doing as part of their service. Her research had centered on a published study in the Chicago area about what libraries do and should be doing. She said that the issues being faced by the libraries in the study seemed very similar to what Kelley is dealing with, and she noted that Kelley was doing most if not all. She asked about staff ID, and N. Ducharme said that the staff had name tags, and her second recommendation was a site map. There was some discussion on a site map, and Ms. Baker will look into it further.

PUBLIC MATTERS

There were no Public Matters

NON-PUBLIC SESSION

At 7:11 PM, Cindy Jury made the motion that the Trustees move to a non-public session pursuant to RSA 91A:311a, pertaining to personnel. Martin Isaks seconded. Cindy Jury asked for a roll call vote: Cindy Jury voted in the affirmative, Martin Isaks voted in the affirmative, and Kate Norton voted in the affirmative. The motion passed. Natalie Ducharme excused herself from the rest of the meeting.

The Trustees moved into non-public at 7:11 PM and returned to public session at 7:41.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting for July 24th at 4:00 PM at the library.

On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 7:45 PM.