

LIBRARY TRUSTEES' MEETINGMarch 12, 2009PRESENT

Martha Breen, Sally Gilman, Joan Fardella, Alison Baker, Andrew Richmond  
Sally Gilman called the meeting to order at 4:10.

MINUTES

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously accepted the minutes of the February 18, 2009 meeting as written.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$21,021.55 in the checking account, \$4,914.52 in the Marois Account, \$12,271.52 in the Certificate of Deposit, and \$1,561.22 in the Brock Trust Fund Interest account for a total of \$39,768.81.

Ms. Baker distributed a copy of the Expenditure Report for February.

Ms. Baker reported that the Certificate of Deposit was coming up for renewal on April 11, 2009 and distributed the current interest rates for CDs at the Salem Cooperative Bank. After some discussion, it was decided to try to renew at the 7 month special. If that was not possible the next best rate would be selected. The Trustees requested that the interest be pulled from the account and deposited in the checking account. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to remove the accrued interest and reinvest the principal in a 7 month CD, or the next best option.

The Trustees discussed some options for use of the money including the purchase of a new microfilm reader and a cooperative deal with National Grid resulting from a recent energy audit. The trustees decided to take advantage of the National Grid opportunity, whereby upgrades resulting in lower power consumption would be made at considerable savings, National Grid absorbing 70% of the total cost. The Trustees would pay \$1438.79, which is a 15% savings due to a lump sum payment, with National Grid paying \$3,949.62. The estimated savings would be \$857.28 per year, with the project paying for itself in less than 2 years. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to use \$1,438.79 of the accrued interest to pay for the electrical upgrades.

OLD BUSINESS

The first order of Old Business was the Employee Separation Warrant. There was a brief review of the warrant and back-up materials.

The second order of Old Business was the policy discussion. There was an extensive discussion of changes to the fine structure and circulation limits. Mrs. Fardella moved that all limits be lifted except for a 5 item limit on popular and Children's DVDs and Video Games. Additionally, fines on adult VHS would be reduced to \$.10 and children's VHS would have no fines following policy for the Children's collection. Mrs. Gilman seconded, the Trustees voted unanimously to make these changes to the Circulation Policy. On a separate motion Mrs. Fardella moved that overdue reminders be sent out on the following intervals: first notice at 7 days, second notice at 18 more days and third and bill notice at 18 more days. The motion was seconded by Mrs. Gilman, the Trustees voted unanimously to make the changes to the Circulation Policy. Ms. Baker was directed to provide a revised policy for the next meeting.

The Trustees reviewed a revised version of the Rules for Library Use Policy. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to accept the revised version of the

Rules for Library Use Policy.

The Trustees reviewed the proposed Registration Policy. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to adopt the Registration Policy as written.

The third order of Old Business was employee benefits. Ms. Baker reported that unaffiliated employees in general mirror specific union benefits, but on occasion other packages have been negotiated for specific individuals. The Trustees determined that there was some uncertainty for employees about the specifics of the benefits offered by the library. To address this, Ms. Baker was directed to start work on developing an Employee Handbook.

#### NEW BUSINESS

The only order of New Business was the Marois Account. Ms. Baker reported that it would be possible, according to Terry Knowles of the NH Attorney General's Office, to break the bequest if following the trust as set no longer makes fiscal or organizational sense. After discussion, the Trustees charged Ms. Baker with exploring new ways to use the funds within the confines of the existing bequest.

#### DIRECTOR'S REPORT

Ms. Baker report included the recent Clock program in the KLAS series, the Teen Advisory Group meetings, the new collections (Playaways, TV DVDs) that are now in circulation. She added that the AARP Tax Program has been very successful, with 168 customers and 133 returns prepared in February. The total circulation for February was 23,521 and there were 574 computer bookings.

#### TRUSTEE MATTERS

The first Trustee Matter was the Walking Way of the Cross. Mrs. Breen reported that the library will be a stop on the route, and there will be a reader from the participants.

The second Trustee Matter was the Trustee officer elections. Mrs. Fardella was congratulated on her recent election. The slate of candidates was determined as: Martha Breen as Chair, Sally Gilman as Vice Chair, and Joan Fardella as Treasurer. Mrs. Gilman moved the slate as proposed, Mrs. Fardella seconded, the Trustees voted unanimously to accept the slate.

#### DATE AND TIME OF NEXT MEETING

The next meeting was set for April 16, 2009 at 4:00 PM at the library.