

LIBRARY TRUSTEES' MEETING
May 19, 2009

PRESENT

Martha Breen, Sally Gilman, Joan Fardella, Alison Baker, Andrew Richmond
Martha Breen called the meeting to order at 4:06 PM.

MINUTES

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously accepted the minutes of the April 16, 2009 meeting as written.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$26,250.75 in the checking account, \$4,921.19 in the Marois Account, \$10,000.00 in the Certificate of Deposit, and \$1,563.70 in the Brock Trust Fund Interest account for a total of \$42,735.64.

Ms. Baker presented one bill for consideration: a renewal of the Zoo New England Museum Pass for \$300.00.

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to accept the treasurer's report and to pay the bill presented.

Ms. Baker reported about the subscriptions to the Symphony, Opera and Ballet mentioned last meeting, saying that these are possible and range in cost from \$100 to \$2500 per year depending on the subscription. However, to use the Marois Bequest, legal changes would have to be made because of the clause referencing the purchase of recorded classical music.

Ms. Baker distributed a copy of the Expenditure Report for April noting that 31% of the budget had been expended and we were 33% into the year. Various line items were discussed in detail with the general agreement that the budget was on target.

OLD BUSINESS

The first order of Old Business was the Policy Discussion. Ms. Baker distributed final copies of the Circulation Policy and the Registration Policy voted on at the last meeting.

The second order of Old Business was job descriptions and salary levels. Ms. Baker distributed a proposed chart of Temporary Line Positions including grades and pay scales requested by the Trustees at the last meeting. After review, the Trustees asked Ms. Baker to add a T to the grades to emphasize the grade is for Temporary positions only. On a motion by Mrs. Fardella, seconded by Mrs. Gilman, the Trustees voted unanimously to accept as amended the proposed Grade and Pay Scales for the Regular and Temporary Line positions. Ms. Baker said that the Grade for each position had been added to each job description, but fresh copies had not been printed in the interest of keeping to the library's green goals. Copies will be made for anyone interested in the updates.

The third order of New Business was the update on the search for the new Assistant Reference Librarian. Ms. Baker reported that nearly 80 resumes had been received and the interview process was well under way. A selection should be made by the end of the

month, with the new person scheduled to start as soon as possible after Ms. Berlin's retirement.

Mr. Richmond reported that the change to rules governing the Criminal Background Test for new employees and volunteers had passed, allowing the local government to make the choice. Clearances for 2 new employees have been resent, hopefully to be accepted this time. Ms. Baker is hopeful that there will not be a problem since the Town of Salem does not use the state clearances. Mr. Richmond also reported that the library has a number of new volunteers that will be given clearances at a much lower rate. Not only has a landscaper been doing some volunteer work, an electrician has agreed to do some work. His skills have been approved by the Town and he will be doing some small electrical tasks that have been waiting for attention.

The final order of New Business was the purchase of the Wii system. The Trustees discussed the proposal which would use CD interest funds left after the upgrades by National Grid. Ms. Baker was directed to see what discounts local merchants could offer so that the Trustees would be getting the best price.

NEW BUSINESS

There was no new business.

DIRECTOR'S REPORT

Ms. Baker report included a brief overview of the survey now being conducted concerning the adult collection at the library. The meeting was held in the Lancaster Room to give the Trustees an opportunity to see the many upgrades: clearing out, cleaning, the painting of a focal wall, hanging of 2 chalkboards and a small projector screen. The room is now ready for use, especially for 'messier' meetings by hobbyists and craft programming. Ms. Baker gave highlights of the two programs last month, citing how successful the panel discussion on alternative fuel sources was due to Mr. Richmond's excellent efforts in putting it together. She also reported that many of the annual inspections had been done. The air conditioner for the Lancaster Room will be repaired within the month and the Children's Room unit had been serviced. The unit over the Main Desk was still being checked for several problems.

The total circulation for April was 22,891 a 4.5% increase over last year, with 15,202 adult materials (a 9% increase) and 7689 juvenile (a 4% decrease) circulating. This led to a lengthy discussion on how to improve circulation overall. The Trustees want to set measurable goals for all aspects of the library service and activity and decided to devote most of the June meeting to a discussion of potential goals.

TRUSTEE MATTERS

There were no trustee matters.

DATE AND TIME OF NEXT MEETING

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

The meeting adjourned at 6:00 PM.