

LIBRARY TRUSTEES' MEETING

December 13, 2021

5:30 PM

PRESENT

Kathleen Norton, Martin Isaks, Amy Wallace Natalie Ducharme and Laura Stevens. Kathleen Norton called the meeting to order at 5:30 PM.

MINUTES

On a motion by Martin Isaks, seconded by Amy Wallace, the Trustees unanimously decided to accept the minutes for November 9, 2021.

TREASURER'S REPORT

The treasurer signed a State of New Hampshire, Judicial Branch letter acknowledging receipt of funds from the Trust of Mary E. Brock. The letter will be mailed to the State of New Hampshire Judicial Branch.

The trustees reviewed the printed copies of the December Treasurer's Report

Balances in trustee's accounts are as follows:

Checking Account (Salem Coop Bank)	\$58,081.48
Certificate of Deposit (Salem Coop Bank)	\$11,163.28
Subtotal	\$69,244.76
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,430.61
Subtotal	\$ 8,430.61
Total Trustee Funds	\$77,675.37

No bills for consideration this month

OLD BUSINESS

The first order of Old Business was Fraud Policy.

This item is tabled until the next meeting.

The second order of Old Business was Safety.

The trustees reviewed the information provided regarding upgrading the library's security system. The trustees approved the purchase of the new security system, funding from the 2021 budget. The trustees reviewed the draft of the Security Camera Policy. The policy will be revised for the next meeting based on input and suggestions from the trustees.

The third order of old Business was the Citizen Petition Warrants

The trustees reviewed the 3 warrants

1. Discontinuation of the Land Acquisition Trust: Shall the Town vote to discontinue the Land Acquisition Trust Fund created in 2001. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the municipality's general fund?

LIBRARY TRUSTEES' MEETING

December 13, 2021

5:30 PM

2. Funding to be added to the Library Building Capital Reserve Fund: Shall the town vote to raise and appropriate the sum of \$110,000.00 to be added to the Library Building Capital Reserve Fund previously established?
3. Funding of the Kelley Library Employees' Economic Benefits: Shall the Town vote to raise and appropriate a sum of Nineteen Thousand Four Hundred and Three Dollars (\$19,403.00) being a 2.5% increase, such sum representing the cost of increased economic benefits for the employees of Kelley Library, the amount being set by the cost of living increase determined for other similar municipal employees?

In addition the trustees discussed the memo to be sent to the selectman regarding these warrants. On a motion by Amy Wallace and seconded by Martin Isaks, the trustees unanimously voted to approve the memo. Ms. Ducharme was directed to send the memo to the trustees.

TO: Salem Board of Selectmen
FROM: Kelley Library Board of Trustees
DATE: December 13, 2021
RE: Kelley Library Warrants

We are writing to provide additional information concerning the 3 Citizens' Petition Warrants that the Kelley Library Board of Trustees has put forward. The three warrants are:

4. Discontinuation of the Land Acquisition Trust: Shall the Town vote to discontinue the Land Acquisition Trust Fund created in 2001. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the municipality's general fund?
5. Funding to be added to the Library Building Capital Reserve Fund: Shall the town vote to raise and appropriate the sum of \$110,000.00 to be added to the Library Building Capital Reserve Fund previously established?
6. Funding of the Kelley Library Employees' Economic Benefits: Shall the Town vote to raise and appropriate a sum of Nineteen Thousand Four Hundred and Three Dollars (\$19,403.00) being a 2.5% increase, such sum representing the cost of increased economic benefits for the employees of Kelley Library, the amount being set by the cost of living increase determined for other similar municipal employees?

The Trustees are prioritizing the upkeep and capital improvement needs of the building. The primary concern is the 50+ year old furnace. The current balance of the Land Acquisition Trust is \$110,068.82. The current balance of the Library Building Capital Reserve Fun is \$4,051.78. The first and second Citizens' Petition Warrants are referencing the below warrants.

LIBRARY TRUSTEES' MEETING

December 13, 2021

5:30 PM

In 2001

- Establish Expendable Trust Fund – and Acquisition: To see if the town will vote to create an Expendable General Fund Trust Fund under the Provisions of RSA 31:19-a to be known as the Land Acquisition Expendable Trust Fund, for the purpose of purchasing, acquiring the right to or the option of purchasing land within the Town Center District, and to raise and appropriate the sum of One Hundred Thousand Dollars (\$100,000) and to authorize the transfer of the December 31, 200 General Fund unreserved balance in that amount for this purpose, and to designate the Board of Selectmen as agents to expend.

In 2010

- To see if the Town will vote to create a Capital Reserve Fund under the provisions of RSA 35:1, to be known as the Kelley Library Building Capital Reserve Fund for the purpose of funding capital improvements to the building, to raise and appropriate the sum of Forty Thousand Dollars (\$40,000.00) from the December 31, 2009 General Fund Unreserved Fund Balance to be placed in this fund, and to designate the Library Trustees as agents to expend.

With regard to the third Citizen's Petition, the Trustees are looking to manage separation costs more aggressively, to fit the changing expectations of new employees, and to reflect more accurately the current labor market and cost of living.

The fourth order of Old Business was the Annual Review

Ms. Ducharme submitted her self-evaluation.

The fifth order of Old Business was LED Lightning Conversion

The trustees began a review of materials provided by LED Conversions and Library Utilities regarding costs, repayment plan and discounts.

The sixth order of Old Business was Job Description

On a motion by Martin Isaks, seconded by Amy Wallace the trustees unanimously approved the Head of Youth Services job description.

The Seventh order of Old Business was Patron Correspondence

The trustees reviewed the correspondence and felt that no response needed at this time.

NEW BUSINESS

The first order of New Business was Security Camera Policy.

The trustees included this topic this under the second under of old business.

DIRECTOR'S REPORT

The Trustees reviewed the printed report for December. Ms. Ducharme announced interviews were underway for a part time custodian.

LIBRARY TRUSTEES' MEETING

December 13, 2021

5:30 PM

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:

-Monday, January 24th at 5:30PM at Kelley Library, Beshara Room

NON-PUBLIC MEETING

Martin Isaks moved that the Trustees move into a non-public session pursuant to RSA 91A:311a, pertaining to personnel. Amy Wallace seconded. Kathleen Norton asked for a roll call vote: Martin Isaks voted in the affirmative. Amy Wallace voted in the affirmative and Kathleen Norton voted in the affirmative. The motion to move into non-public session passed and the Trustees moved into non-public session at 6:13PM.

ADJOURNMENT

Having come out of non-public session at 6:18 PM, on a motion Martin Isaks, seconded by Amy Wallace, the Trustees voted unanimously to adjourn the meeting at 6:19 PM.