

LIBRARY TRUSTEES' MEETING

February 27, 2024

5:30 PM

PRESENT

David Hickernell, Chris George, Kate Norton, Laura Stevens and Natalie Ducharme. Kate Norton called the meeting to order at 5:37 PM.

MINUTES

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the revised minutes for January 29, 2024. On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the revised non-public minutes of 1-29-24. On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to seal the non-public minutes of 1-29-24.

TREASURER'S REPORT

The trustees reviewed the Treasurer's Reports for November 2023, December 2023 and January 2024. On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the Treasurer's Report for November 2023, December 2023 and January 2024.

November 2023

Balances in Board of Trustees' accounts are as follows:

| | |
|--|--------------|
| Checking Account (Salem Co-op Bank) | \$94,279.34 |
| Certificate of Deposit (Salem Coop Bank) | \$11,390.54 |
| Subtotal | \$105,669.88 |

| | |
|---|-------------|
| Brock Trust Fund Interest Acct (Salem Coop) | \$8,575.39 |
| Subtotal | \$ 8,575.39 |

Total Board of Trustees' Funds \$114,245.27

December 2023

Balances in Board of Trustees' accounts are as follows:

| | |
|--|-------------|
| Checking Account (Salem Co-op Bank) | \$66,011.72 |
| Certificate of Deposit (Salem Coop Bank) | \$11,409.89 |
| Subtotal | \$77,421.61 |

| | |
|---|-------------|
| Brock Trust Fund Interest Acct (Salem Coop) | \$8,575.75 |
| Subtotal | \$ 8,575.75 |

Total Board of Trustees' Funds \$85,997.36

There is one bill to pay:

Manchester City Library for \$7.99 for a lost/damaged book "Zen and the Art of Motorcycle Maintenance".

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January 2024

Balances in Board of Trustees' accounts are as follows:

| | |
|--|-------------|
| Checking Account (Salem Co-op Bank) | \$63,262.56 |
| Certificate of Deposit (Salem Coop Bank) | \$11,429.28 |
| Subtotal | \$74,691.84 |

| | |
|---|-------------|
| Brock Trust Fund Interest Acct (Salem Coop) | \$8,576.11 |
| Subtotal | \$ 8,576.11 |

Total Board of Trustees' Funds \$83,267.95

There were no bills for this month.

Upon receiving advice from Town, Ms. Ducharme realized that the Unutil Rebate of \$8,000 (from the heating system replacement project) could not be deposited directly into the trustee Capital Funds account. By state RSA private funds and public funds cannot be comingled. After a brief discussion, the trustees voted to send the rebate to town (for inclusion in the Town's General Fund). David Hickernell made the motion, Kate Norton seconded the motion. The vote was 2-0-1 with Chris George abstaining.

OLD BUSINESS

The first order of Old Business was the non-public minutes.

Due to a change in the law regarding non-public minutes, these minutes need to be reviewed every 10 years. Ms. Ducharme provided non-public minutes (from 2009-2024) for the trustees to review. The trustees decided that only 3 non-public minutes needed to be resealed. One a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to re-seal minutes all 3 non-public minutes.

The second order of Old Business was the online payment service, Square update.

Ms. Ducharme reported that Square would be live on March 1, 2024, with no processing fee and a minimum payment of \$5.00. Ms. Ducharme thanked the Head of User Services for all her research into Square. The trustees discussed the Square option of accepting donations online via the website. Ms. Ducharme recommended waiting 6 months to further review the online donation option. Ms. Ducharme said this would allow for best practices and any unforeseen issues to be dealt with before expanding Square's options. Ms. Stevens will put information regarding how donations are currently handled on the website.

NEW BUSINESS

There was no new business.

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DIRECTOR'S REPORT

The trustees reviewed Ms. Ducharme's Annual Report.

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, March 25, 2024 at 5:30 PM in the Beshara Room

ADJOURNMENT

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 7:15 PM.