

LIBRARY TRUSTEES' MEETING

April 21, 2015

PRESENT

Martha Breen, Kathleen Norton, Cindy Jury, Natalie Ducharme and Alison Baker were present. Kathleen Norton called the meeting to order at 5:34 PM.

PUBLIC HEARING FOR DONATION

Kathleen Norton opened the meeting for a public hearing concerning a donation of \$20,000 given the library for the purchase of computers and computer related furnishings. Seeing no one, the Trustees decided to keep the public meeting open in case someone came in later to offer their recommendation.

MINUTES

On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to accept the minutes for the March 16, 2015 public meeting as printed.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$61,513.40 in the Salem Co-op checking account and \$10,707.57 in the Certificate of Deposit, \$7,321.48 in the Brock Trust Account and \$3,265.69 in the Marois Fund account, for a total of \$82,808.14.

There were 5 bills for consideration:

Strawbery Banke (Museum Pass)	\$ 250.00
Children's Museum of NH (Museum Pass)	\$ 300.00
NHLTA Membership	\$ 150.00
Demco	\$1,525.00
Independence Museum (Museum Pass)	\$ 50.00

Total Bills **\$2,275.00**

On a motion by Martha Breen, seconded by Cindy Jury, the trustees voted unanimously to accept the Treasurer's Report, and to pay the bills as presented.

The Trustees then reviewed the expenditure report for Mar. 2015.

Ms. Baker gave the Trustees copies of a Notice of Hearing that had been received that morning. The hearing is in relation to the Mary E. Brock trust, but not anything directly related to the library. After some discussion, Martha Breen will try to make the hearing.

OLD BUSINESS

The first order of Old Business was the recent donation. The Trustees instructed Ms. Baker to move forward and finalize the planned use for the funds. The Trustees reviewed a list of possible software to offer on the new computers.

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The second order of Old Business was the Way of the Cross. Ms. Baker reported that all had gone well on Good Friday, the group used the lower lot, and there was a much larger group (30-40) than in the past.

The third order of Old Business was policies. The trustees discussed and reviewed at length the 4 policies for update that had been given out at the last meeting: Employee Handbook Policy 6: Hours, Employee Handbook Policy 7: Pay, Public Service Policy: Circulation Policies, and Public Service Policy: Registration. Two corrections were made to the proposed update to the Registration policy: a removal of a typo in the second paragraph, and the removal of the word "their" in the last line of the section Juvenile Card – Resident. Ms. Baker was asked to create another Circulation policy relating specifically to equipment.

On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to accept the updated Policy 7: Pay which reflects the changes in how staff receives pay.

On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to accept the updated Policy 6: Hours which now reflects the correct business hours for the library.

On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to accept the updated Public Service Policy: Registration with the two corrections listed above. The policy reflects a streamlining of categories for registration as well as new non-resident pricing that reflects the per capita in Salem.

On a motion by Cindy Jury, seconded by Martha Breen, the Trustees voted unanimously to accept the updated Public Service Policy: Circulation Policies as presented. The policy reflects a streamlining of the fine structure, as well as changes in the notices schedule.

Ms. Baker asked the Trustees to review updates for several other policies: Employee Handbook Policy 10: Leave and Time off, and Employee Handbook Policy 15: Computers, Email and the Internet. Two new policies were presented for consideration: Employee Handbook Policy: Leave and Time off, new Employees; Public Service Policy: Smoking. The Trustees will discuss at the next meeting.

NEW BUSINESS

The first order of New Business was proposed Trustee fund purchases. Ms. Baker passed out a proposal for purchasing carpets and chairs to create 2 new reading areas, and blinds for the children's room windows. The total was \$5,500. The Trustees discussed at length. On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to approve the purchases as proposed, with the cost not to exceed \$5,500.

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The second order of New Business was Sunday Hours. Some time ago, the Trustees had indicated an interest in exploring the cost of adding Sunday Hours. Ms. Baker distributed a packet covering several scenarios for the cost of staffing on Sunday. She also included the cost for a change in the business hours from Mon/Tues 9-7 and W-F 9-9, to a uniform 9-8:30. This was to provide more access to the meeting rooms in the evening. The Trustees discussed at length. This will be an ongoing consideration.

The third order of New Business was changes in the SEA contract that impacts certain temporary employees. The Trustees will take this matter up in detail once they receive a copy of the contract.

DIRECTOR'S REPORT

The Trustees reviewed March's report.

TRUSTEE MATTERS

There were no public matters.

PUBLIC MATTERS

There were no public matters.

PUBLIC HEARING FOR DONATION

Seeing no members of the public looking to speak to the donation, on a motion by Martha Breen, seconded by Cindy Jury, the trustees voted unanimously to close the Public Hearing at 6:52.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for May 26th at 5:30PM at the library.

On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 6:54 PM.