

LIBRARY TRUSTEES' MEETING
September 4, 2008

PRESENT: Rosemarie Hartnett, Martha Breen, Sally Gilman, Alison Baker

Mrs. Hartnett called the meeting to order at 4:08 PM.

MINUTES

On a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees voted unanimously to accept the minutes of the meeting of August 14, 2008.

TREASURER'S REPORT

Ms. Baker reported that the balances in the trustees' accounts were as follows: \$14,545.35 in the checking account; \$4,903.24 in the Marois account; \$12,095.81 in the Certificate of Deposit, and \$1,556.49 in the new Brock Trust Fund Interest account for a total of \$33,100.89. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to accept the treasurer's report.

OLD BUSINESS:

Mrs. Hartnett asked that the discussion of the search for the Assistant Director be moved to the end of old business. On a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees voted unanimously to do so.

The first of Old Business was a discussion of the replacement of the current IT (information technology) staff person, Howard Chase, who plans to retire at the end of the month. Ms. Baker reported that she had invited Richard (Dick) Lambert to meet with Mr. Chase. Ms. Baker wanted Mr. Lambert to get a clear idea of what we needed from him and to determine what limits he might have. Mr. Lambert stayed for over 2 hours, got a strong endorsement from Mr. Chase and is willing to do whatever is needed. There was discussion about his rates, and Ms. Baker said that she had determined in discussion with other libraries that use his services that they need his services only a few hours a month, providing us with sufficient help while keeping well within our current costs. In addition, he offers a steep discount to libraries. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to hire Mr. Lambert to cover the library's IT needs from October through December, 2008.

The second item of Old Business was the discussion of changing bank accounts. Ms. Baker said that the only reason to consider moving the checking account to Salem Cooperative Bank was to allow for a consolidated monthly statement. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees unanimously voted to remain with the current financial arrangement and revisit the discussion next year.

The third item was the 2009 Budget. Mrs. Hartnett led the discussion, moving through each line item in the budget. The reasoning for each amount of a line item was explored fully, making sure that each member of the board was in agreement. On a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees unanimously voted to accept the Trustee recommended 2009 budget for the Kelley Library dated September 5, 2008 with a bottom line of \$1,482,527. Ms. Baker was directed to send a memo to that effect to the Town for inclusion in the Supervisors' budget. She was also directed to provide the proper documentation for inclusion in the printed Town budget proposal.

The fourth item of Old Business was the ongoing process of finding a new Assistant Director. Ms. Baker shared copies of the applications for the best candidates. After taking time to read through the applications, the Trustees discussed each applicant and ultimately selected seven to pursue further with interviews. Ms. Baker was asked to set up an interview schedule. Ms. Baker was also asked to forward copies of the next tier of applicants for the Trustees to review later.

NEW BUSINESS

The first item of New Business was the Holiday Party. Mrs. Hartnett asked Ms. Baker to contact the Windham Flute Ensemble to find if out they were available on December 13th for the event.

The second item of New Business was the determination of the library's hours during Christmas and New Year's. At Mrs. Hartnett's request, Ms. Baker had found out how this had been handled in 2007. The library closed at 2PM on December 24th and remained closed through December 25th, reopening on December 26th. The library then closed at 5 PM on December 31st and remained closed through January 1st, reopening on January 2nd. Based on that information, on a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees unanimously voted that the library would follow the same schedule in 2008/9.

DIRECTOR'S REPORT

Ms. Baker reported that the migration to the new ILS had been completed with a minimum of problems. The online catalog is a work in process, with new features and improvements coming in the near future. Ms. Baker provided a brief overview of statistics for August. The adult department circulated 14,342 items, the children's department 7,864 items for a total circulation of 22,206. Computer bookings reached 687 hours which averaged 2.5 hours for every hour the library is open. There were a total of 10,332 active library registrations, 8,663 adult and 1,669 children.

TRUSTEE MATTERS

There were no trustee matters. Mrs. Hartnett expressed her appreciation for the work Ms. Baker had done on the 2009 budget as well as on the searches for the new IT staff person and the new assistant director.

DATE AND HOUR OF NEXT MEETING

The next meeting was scheduled for Thursday, October 2, 2008 at 4:00 PM at the library. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to adjourn at 6:10 PM.

Respectfully submitted,

Alison Baker, Director