

LIBRARY TRUSTEES' MEETING

March 10, 2011

PRESENT

Martha Breen, Joan Fardella, and Alison Baker. New Trustee Kathleen Norton was unable to attend, Michele Garneau was on medical leave. Mrs. Breen called the meeting to order at 4:06 PM.

MINUTES

On a motion by Joan Fardella, seconded by Martha Breen, the Trustees voted unanimously to accept the minutes from the February 15, 2011 public meeting. On a motion by Joan Fardella, seconded by Martha Breen, the Trustees voted unanimously to accept the minutes from the February 15, 2011 non-public meeting.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$36,631.33 in the Salem Co-op checking account, \$4,938.88 in the Marois Account, \$10,330.48 in the Certificate of Deposit, and \$4,587.70 in the Brock Trust Fund Interest account for a total of \$56,288.39.

There were two bills to consider: Ford Flowers for \$59.95 and the museum pass renewal for the Children's Museum of NH for \$300.00. On a motion by Mrs. Fardella, seconded by Mrs. Breen, the Trustees unanimously voted to pay the bills for a total of \$359.95.

Mrs. Fardella as Treasurer signed the release of Trust Funds form sent over from Town for the Council of Fine Arts Trust Fund. The payment from the trust was \$18.17.

Ms. Baker distributed the expenditure report for January 2011. The Trustees reviewed the report which reflected that the Library is working in a deficit until the passage of the operating budget in March.

Ms. Baker presented a report of donations made to the library. These donations are small ones made by local residents and groups, such as the Women's Club, that use the meeting room space. The trustees asked for a quarterly report moving forward.

OLD BUSINESS

The first item of Old Business was Databases. Ms. Baker had verified the actual annual cost of the NAXOS classical music database. It will be \$840 per year, allowing for 5 simultaneous users at any time. The database will be accessible remotely through the Library's website as well as in the Library. Ms. Baker was asked to check into the process for paying for the database using the Marois Trust account. Ms. Baker reported that the Universal Class database was already in place and accessible through the Library's website.

The second item of Old Business was the elevator. Ms. Baker reported that Embree Elevator had been very unresponsive since the acceptance of their proposal for the repairs to the elevator. These repairs needed to be done within 30 days of the annual inspection. Embree, despite repeated calls, had caused sufficient delay that the 30 days had expired, resulting in possible fines from the state. Ms. Baker, at the recommendation of the Dept

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of Labor, wrote explaining the situation, and requesting an extension. Embree is expected Friday to do repairs.

NEW BUSINESS

The first order of New Business was Officer Elections. Mrs. Breen recommended that the elections be postponed until the entire Board of Trustees was in attendance.

The second order of New Business was the Copier. Ms. Baker presented a proposal for a leased staff copier for the library to be used as a copier and a networked printer. The Trustees reviewed bids from three copier businesses. The Trustees discussed the purpose for the copier, the cost advantages of a networked copier/printer and budget concerns. On a motion by Martha Breen, seconded by Joan Fardella, the trustees voted unanimously to select the lease option presented by Northern Business Machines for a color copier/printer for the annual cost of \$1860.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights. The focus of the report was on various facility matters. She also outlined the Interdepartmental Competition ongoing this year to encourage creativity and enhanced marketing within the departments. Based on voting by the whole staff, Department of the Month will be selected with an end of year award presented to the Department of the Year.

TRUSTEE MATTERS

There were no Trustee Matters.

PUBLIC MATTERS

There were no public matters.

NON-PUBLIC SESSION:

At 4:46, Mrs. Fardella made the motion that the trustee move to a non-public session pursuant to RSA 91A:3IIa, discussion of compensation. Mrs. Breen seconded, the trustees were individually polled and all voted to open a non-public session.

At 5:04, the board returned to open session.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set as: March 29th at the library at either 4:00 PM or 6PM, based on the availability of the newly elected Trustee Kathleen Norton. This will be a brief meeting for Officer Elections and a non-public meeting immediately following. A regular board meeting was tentatively set for April 14th.

On a motion by Mrs. Fardella, seconded by Mrs. Breen, the Trustees voted unanimously to adjourn the meeting at 5:11 PM.