

LIBRARY TRUSTEES' MEETING

November 14, 2023

5:30 PM

PRESENT

David Hickernell, Chris George, Kate Norton, Laura Stevens and Natalie Ducharme. Kate Norton called the meeting to order at 5:33 PM.

MINUTES

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the amended minutes for September 11, 2023.

TREASURER'S REPORT

The trustees reviewed the treasurer's report for August, September and October. They also reviewed the September expenditure report from town.

August 2023

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$61,513.98
Certificate of Deposit (Salem Coop Bank)	\$11,333.94
Subtotal	\$72,847.92

Brock Trust Fund Interest Acct (Salem Coop)	\$8,574.33
Subtotal	\$ 8,574.33

Total Board of Trustees' Funds \$81,422.25

September 2023

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$61,519.03
Certificate of Deposit (Salem Coop Bank)	\$11,352.57
Subtotal	\$72,871.60

Brock Trust Fund Interest Acct (Salem Coop)	\$8,574.68
Subtotal	\$ 8,574.68

Total Board of Trustees' Funds \$81,446.28

October 2023

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$61,988.69
Certificate of Deposit (Salem Coop Bank)	\$11,371.85
Subtotal	\$73,360.54

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Brock Trust Fund Interest Acct (Salem Coop)	\$8,575.04
Subtotal	\$ 8,575.04
<i>Total Board of Trustees' Funds</i>	\$81,935.58

There is one bill to pay:

North of Boston \$102.90 for Eagle-Tribune Public Notice

On a motion by David Hickernell seconded by Chris George the trustees unanimously voted to pay North of Boston \$102.90 for the Public Notice.

OLD BUSINESS

The first order of Old Business was an update to the heating system conversion project.

Ms. Ducharme gave an update of this project. The new heating system has been test fired and is up and running. The upper driveway paving project is scheduled for later this month. This leaves the landscaping project which will happen in the spring.

NEW BUSINESS

The first order of New Business was the NH Legislature.

Ms. Ducharme provided an overview of the process, from LSR to official bill. The LSRs can be confusing due to wording. It can be difficult to determine if an LSR is for or against an issue until the official wording of the bill is published.

The second order of New Business was Right to Know.

The trustees discussed Right to Know and Ms. Ducharme shared that the town has a Right To Know specialist on staff. The trustees decided against a formal policy and directed Ms. Ducharme to reach out to the Right To Know specialist on a case by case basis.

The third order of New Business was Non-Public Meeting Policy.

Ms. Ducharme was directed to contact the town manager's office and gather information as to how non-public meetings are sealed in accordance with the new law.

The fourth order of New Business was Director's Review.

The trustees discussed various review formats and decided upon a yearly summary of objectives.

DIRECTOR'S REPORT

Ms. Ducharme demonstrated the additional customization that was created by the Head of User Services. This customization includes online databases are now highlighted with new placards, links and embedded tutorials.

TRUSTEE MATTERS

There were no trustee matters.

PUBLIC MATTERS

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Salem residents, Kevin Gagnon and Kathy Aruois wanted to learn how the library's governing board functions and how policies are created. Ms. Stevens will email copies of the Collection Development Policy. They were invited back for future discussions once they reviewed the policy. Assistant Director, Ms. Stevens and trustee, Chris George explained how public libraries differ from public schools, with different mandates and different roles in the community.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting:

-Monday, December 11th 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 7:03 PM.