

# LIBRARY TRUSTEES' MEETING

October 22, 2019

## PRESENT

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

## MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the meeting minutes for September 30, 2019.

## TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows:

*Balances in the trustees' accounts are as follows:*

Checking Account (Salem Coop Bank)	\$ 50,262.74
Certificate of Deposit (Salem Coop Bank)	\$ 10,990.58
Subtotal	\$61,253.32
Brock Trust Fund Interest Acct (Salem Coop)	\$ 10,329.16
Marois Bequest Account (Salem Coop Bank)	\$ 274.19
Subtotal	\$ 10,603.35
<b>Total Trustee Funds</b>	<b>\$71,856.67</b>

## *Bills for Consideration*

K-Log	\$1,484.53
<b>Total Bills</b>	<b>\$1,484.53</b>

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to approve the report as presented and pay the bill for a total of \$1,484.53.

The Trustees reviewed the Trustee fund report as well as the expenditure reports for September.

## OLD BUSINESS

*The first order of Old Business was the 2020 Budget Calendar Review*

The Trustees noted the upcoming dates for the Budget Committee reviews.

The Trustees also held a preliminary discussion concerning a COLA warrant. This will be revisited at the next meeting. Ms. Baker was instructed to look into details.

*The second order of Old Business was Policy and By-Laws review*

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The Trustees discussed at some length. Cindy Jury suggested an amendment that would be about mid-term replacement policy. Ms. Baker was instructed to check with Town re the procedure and work up wording for the amendment.

The Trustees looked at recommended changes to the Employee policy to clarify the flexible scheduling option. The Trustees will review for discussion at the next meeting.

*The third order of Old Business was Trustee Expenditures, 2019 - update*

Ms. Baker reported that the chairs had arrived.

*The fourth order of Old Business was Staff Training - update*

Natalie Ducharme reported concerning the training recommended by the Trustees. The Director and Outreach coordinator from Life Visions was scheduled to meet with the Department Heads later in the week. The focus would be on how to coordinate the expectations on both sides. Natalie additionally reported that she is not getting responses from the Police when following up on Cindy Jury's recommendation. Cindy Jury will supply an email contact.

## **NEW BUSINESS**

*The only order of New Business was the Transfer of Marois and Brock Funds per Operating Budget*

Ms. Baker asked the Trustees about the Marois funds, since there were now insufficient funds to cover the planned transfer. The question was posed – should the Marois funds be left at the current amount or be closed out. After some discussion, the Trustees decided to close out the fund. ON a motion by Kate Norton, seconded by Cindy Jury, the Trustees agreed unanimously to send \$1450 from the Brock fund and the remaining funds from the Marois funds.

## **DIRECTOR'S REPORT**

The Trustees reviewed the printed report for September. Natalie Ducharme reported back about the MerriHillRoc presentation about meeting rooms. Overall, the Kelley policy includes everything needed.

Ms. Baker brought up two 'hot' topics in libraries: First Amendment Audits and Indigenous People Land Acknowledgements. She was directed to explore the Indigenous People Land Acknowledgement for further discussion.

## **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 for Tuesday, December 10<sup>th</sup> at 5:30 PM at the library.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees adjourned the meeting at 6:18 PM.