

LIBRARY TRUSTEES' MEETING

November 21, 2013

PRESENT

Kathleen Norton, Martha Breen, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 7:12 PM.

MINUTES

On a motion by Martha Breen, seconded by Kathleen Norton, the Trustees voted to accept the minutes for the October 30, 2013 meeting as printed.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$41,058.43 in the Salem Co-op checking account and \$10, 627.96 in the Certificate of Deposit, \$8,833.75 in the Brock Trust Account and \$4,110.11 in the Marois Fund account, for a total of \$64,630.25.

There were 2 bills for consideration:

SEE Science Center (pass)	\$ 200.00
JFK Library/Museum (pass)	\$ 250.00

Total Bills	\$450.00
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On a motion by Martha Breen, seconded by Kate Norton, the Trustees voted unanimously to accept the Treasurer's report and pay the bills as presented.

The Trustees reviewed the treasurer's spreadsheet report and the monthly expenditure report. The library remains on track for the 2013 budget with 82% of the year completed.

Ms. Baker presented the release form from Citizen's Bank for the Brock Fund. Martha Breen as Treasurer signed the form.

OLD BUSINESS

The first item of Old Business was the Trustee job description. The Trustees reviewed the draft prepared by Ms. Baker. Ms. Baker reported researching further at the New Hampshire Library Trustees Association website, saying that they had a recommended description very similar. The Trustees in attendance liked the draft, but tabled a vote until the next meeting when all members would be at the meeting.

NEW BUSINESS

The first order of New Business was the Brock Funds. Ms. Baker showed the invoice for the Great Courses products were purchased with the Brock fund expenditure in mind. The 2013 operating budget included this purchase, per RSA, that would be offset by the Brock Fund. Ms. Breen will arrange for the bank to cut a check for \$1,450.00 from the Brock Fund to be sent over to Town.

The second order of New Business was the Warrant Article. The Trustees reviewed several projections for the closing balance for the 2013 operating budget. As was

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practice, a Warrant Article would ask to transfer unexpended funds into the Employee Separation fund. The Trustees are planning ahead for a potential 7 retirements over the next few years. After some deliberation, the Trustees settled on \$40,000. Ms. Baker was directed to move forward with the Warrant process. On a motion by Martha Breen, seconded by Kate Norton, the Trustees voted unanimously to proceed with a Warrant Article asking the community to put \$40,000 of unexpended 2013 library appropriation into the Kelley Library Employment Separation Trust Fund.

The third order of New Business was the Library's 50th Anniversary. Ms. Baker reported finding information about the dedication of the library on December 4, 1966. Based on that, the 50th anniversary would be in 3 years. Ms. Baker presented some ideas as to how best celebrate the landmark. The Trustees asked that she continue to develop the celebration as outlined.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights.

TRUSTEE MATTERS

There were no Trustee Matters

PUBLIC MATTERS

Ms. Baker reported that Corey Nowak had completed his installation of a wayside exhibit along the border of the marsh as his Eagle Scout project. The exhibit has already drawn the attention of many library users and hash walkers.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for January 6th at 5:30PM at the library.

On a motion by Martha Breen, seconded by Kate Norton, the Trustees voted unanimously to adjourn the meeting at 7:58 PM.