

# LIBRARY TRUSTEES' MEETING

April 30, 2019

## PRESENT

Kathleen Norton, Martin Isaks, Alison Baker and Natalie Ducharme present. Kathleen Norton called the meeting to order at 5:35 PM.

## NON-PUBLIC

The Trustees cancelled the non-public meeting.

## MINUTES

In the absence of Cindy Jury, the Trustees tabled approving the minutes for March 18, 2019 until the next meeting.

## TREASURER'S REPORT

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

Checking Account (Salem Coop Bank)	\$ 49,779.28
Certificate of Deposit (Salem Coop Bank)	\$ 10,935.89
Subtotal	\$60,715.17
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,589.39
Marois Bequest Account (Salem Coop Bank)	\$ 274.07
Subtotal	\$ 8,863.46
<b>Total Trustee Funds</b>	<b>\$69,636.79</b>

## *Bills for Consideration*

There were no bills

The Trustees looked over the expenditure reports for February and March. Ms. Baker will check into the unusually high total in Vehicle Expenditure.

Ms. Baker distributed copies of the agreement providing Alison Baker a p-card through the Town of Salem.

## OLD BUSINESS

*The first order of Old Business was Succession Planning for the Director*

The Trustees will take up this matter after the general meeting. Several townspeople had been invited to be part of a search committee.

*The Second order of Old Business was the Threat Procedure*

The Trustees were given copies of 2 documents produced as a Threat Procedure – a one sheet and a longer, more detailed document. They will review the documents for discussion at a later meeting.

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## **NEW BUSINESS**

*The first order of New Business was Proposed Purchases*

Ms. Baker distributed a document outlining potential purchases using Trustee Funds, including back-up materials. The Trustees will review for discussion at a future meeting.

## **DIRECTOR'S REPORT**

The Trustees reviewed the printed report. Ms. Baker reported that a staff person had resigned earlier in the day, with a final work date of May 31. The position will be advertised as a professional position for an Assistant Youth Services Librarian as the existing position really is a Children's Department position.

## **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 May 20<sup>th</sup> at 5:30 PM at the library.

The meeting was adjourned at 5:50 PM.