

LIBRARY TRUSTEES' MEETING

November 18, 2010

PRESENT

Martha Breen, Sally Gilman, Joan Fardella, and Alison Baker. Martha Breen called the meeting to order at 4:02 PM.

MINUTES

On a motion by Sally Gilman, seconded by Joan Fardella, the Trustees voted unanimously to accept the minutes from the October 28, 2010 meeting.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$32,999.53 in the Salem Co-op checking account, \$4,935.63 in the Marois Account, \$10,225.22 in the Certificate of Deposit, and \$4,580.78 in the Brock Trust Fund Interest account for a total of \$52,741.16.

There was one bill to consider: a museum pass for the John F. Kennedy Presidential Library and Museum for \$250.00. On a motion by Mrs. Fardella, seconded by Mrs. Gilman, the Trustees unanimously voted to pay the bill for a total of \$250.00.

The expense report for October was distributed and reviewed. The Trustees reviewed the report. Ms. Baker does not anticipate much unexpended in this year's budget.

Ms. Baker reported that the paperwork for the annual distribution from the Brock Trust had arrived, and Mrs. Breen signed to release the funds.

OLD BUSINESS

The first item of Old Business was the 2011 Budget. Ms. Baker distributed the 2011 budget based on the Budget Committee's final votes. The changes included some adjustments to various benefits lines as well as a \$1,500 cut to the Fees and Charges line.

The second item of Old Business was the policies. The Trustees made final changes and votes to a number of policies.

- Policy 2: Employment. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the board unanimously voted to accept the policy as amended.
- Policy 3: Hiring. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the board unanimously voted to accept the policy as amended.
- Policy 4: Fraud. On a motion by Mrs. Fardella, seconded by Mrs. Gilman, the board unanimously voted to accept the policy as amended.
- Policy 13: Health and Safety. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the board unanimously voted to accept the policy as amended.
- Policy 14: Privacy. On a motion by Mrs. Fardella, seconded by Mrs. Gilman, the board unanimously voted to accept the policy as written.
- Policy 15: Computers. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the board unanimously voted to accept the policy as written.

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Discussion of proposed policies 9 and 11 was postponed to the next meeting.

The third item of Old Business was the Holiday Tea. Ms. Baker reported that in addition to the Windham Flute Ensemble, the Granite State Woodwind Quintet would be performing at no additional cost. The board decided to meet prior to the event to finalize details.

NEW BUSINESS

The only item of New Business was the warrant articles. On a motion by Sally Gilman, seconded by Joan Fardella, the board unanimously agreed to put forward a warrant for the remaining funds (\$60,000) needed to replace the library roof. The Trustees discussed potential separation costs in 2011 and decided to put forward a warrant to bring the current reserved separation funds up to the average cost for a resigning employee. On a motion by Sally Gilman, seconded by Joan Fardella, the board unanimously agreed to put forward a warrant asking for \$5,000 of the unexpended 2010 Kelley Library be put into the separation funds account.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights. The Trustees were pleased with the recent article in the Eagle Tribune concerning the changes in fines. They were also interested in the recent film made by an SCTV-17 intern about the library. Ms. Baker reported that various staff members talked about the different departments at the library.

TRUSTEE MATTERS

Mrs. Gilman mentioned that the Kingston was trying for a new library; Kingston being where former Assistant Director Andy Richmond had worked. Ms. Baker reported that a short story by Mr. Richmond had been published recently in a collection of NH authors and the book would be available at the library soon..

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting as previously set is: December 9th at the library at 4:00 PM.

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to adjourn the meeting at 5:00 PM.