

LIBRARY TRUSTEES' MEETING

February 11, 2019

PRESENT

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

MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees unanimously voted to accept the minutes as amended for the January 29, 2019 public meeting.

TREASURER'S REPORT

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

Checking Account (Salem Coop Bank)	\$ 48,474.24
Certificate of Deposit (Salem Coop Bank)	\$ 10,918.31
Subtotal	\$59,392.55
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,588.00
Marois Bequest Account (Salem Coop Bank)	\$ 274.03
Subtotal	\$ 8,862.03
Total Trustee Funds	\$68,254.58

Bills for Consideration

Alison Baker, Reimbursement for Deluxe Checks	\$ 94.16
Total Bills	\$96.16

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the Treasurer's Report and pay the presented bill.

The Trustees reviewed the proposed budget for the Trustee funds and spreadsheet format for tracking funds. Final decision was put off to the next meeting.

There was no expenditure report.

OLD BUSINESS

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

Kate Norton reported that Deb Hoadley was not available to act as a consultant. She will contact her again for recommendations. Ms. Baker will ask GMILCS directors for recommendations as well. Kate Norton and Cindy Jury will start framing out a timeline.

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The Second order of Old Business was Annual Project – Policy Review and Clean-up

The Trustees reviewed the change recommended to Policy 10 – Time off. Ms. Baker asked for a change in the timing for outlined in 10:1.3 from end of March/April to end of February/March. After some discussion: On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to make the change, effective 2020.

The Trustees then reviewed the Investment Policy. After some discussion, the Trustees decided to remove the wording in Section C Diversification. The phrase by financial institution will be removed. On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to reaffirm the Investment Policy with the change in wording proposed.

The Trustees reviewed 4 old policies that had been superseded, or were no longer needed.

- 0-17: General Guidelines – displays, exhibits, etc - superseded
- 0-16: Displays, Exhibits, Announcements, etc. (1/81) - superseded
- 0-10: Petty Cash – no longer needed, no petty cash
- 5.07c: Meeting Room and Video Equipment Agreement for Use – no longer used

Ms. Baker reported that a brand new policy governing displays had been developed and was up for discussion later. These current policies are out of date and refer to equipment no longer owned/used. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to retire the presented policies.

The Trustees reviewed updates to the Circulation Policies. There were a mix of proposed additions, language removal, and changing in wording reflecting the changing collection and attendant circulation rules. After some discussion, the Trustees were ready for a vote. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to approve all changes except for the name of the Children's Room.

The Trustees reviewed updates to the Registration Policy. There were a mix of proposed additions, language removal, and changing in wording reflecting the recent changes relating to registration. After some discussion, the Trustees were ready to vote. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to approve all changes.

Ms. Baker then distributed 2 new policies she was recommending:

- Bulletin Board Policy
- Signage on Library Property Policy

The Bulletin Board Policy came with the most recent version 5:11 from 2008. The new policy was a substantial change from 5:11. The Signage Policy came with a related policy, 0-15, from 1/81 and other back-up material from Town. The proposed new policy was a significant change from the existing.

The Trustees discussed at length and will review in preparation for further discussion and possible vote at the next meeting.

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NEW BUSINESS

The first order of New Business was Reaffirmation of the Investment Policy

The matter had been voted on in the previous Policy discussion

DIRECTOR'S REPORT

The Trustees reviewed the printed report. Ms. Baker said while the numbers looked low, if compared on an average per day, they were similar if not better than Jan. 2018. The library being closed 4 days had a significant impact.

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 March 18th at 5:30 PM at the library.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to adjourn the meeting at 6:55 PM.