

LIBRARY TRUSTEES' MEETING

February 7, 2008

PRESENT: Rosemarie Hartnett, Martha Breen, Sally Gilman, Eleanor Strang, Jean Williams

Mrs. Gilman called the meeting to order at 4:40 PM.

MINUTES

On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees voted 2-0-0, Mrs. Breen not having yet arrived, to accept as printed the minutes of the meeting of January 10, 2008.

Mrs. Breen arrived at 4:45 PM.

TREASURER'S REPORT

The director reported that the balances in the trustees' accounts were as follows: \$6,452.39 in the checking account; \$4,887.73 in the Marois account; and \$11,853.18 in the Certificate of Deposit, for a total of \$23,193.30. She indicated that there were no bills for payment from trustee funds at this time.

The director distributed and explained the annual library Treasurer's Report which will appear in the town report. She also distributed and reviewed the printouts showing expenditures from the 2007 Operating Budget as of December 31, 2007. The printouts show that the budget was 98.4% expended.

OLD BUSINESS

The first item of Old Business was Warrant Articles. The trustees discussed which trustee would represent the board at the upcoming hearings on the warrant articles and at the first session of Town Meeting. It was decided that Mrs. Breen would represent the trustees at the first session of Town Meeting, Mrs. Hartnett at the Selectmen's hearing, and Mrs. Gilman at the Budget Committee hearing.

The second item of Old Business was Refunds to Patrons. The director explained that she would like to obtain the advice of the auditors, who will be auditing the Town during the last week of February, before recommending a procedure for refunds. The trustees agreed and, on a motion by Mrs. Gilman, seconded by Mrs. Hartnett, voted unanimously to table this item.

NEW BUSINESS

The first item of New Business was Preparation for Town Meeting, Session 1, which will take place on February 9. The director explained that the only library item on that session's agenda is the operating budget, since it is a component of the total Town budget, which is on the agenda for discussion. The library's warrant articles will be on the agenda for the second session of Town Meeting in March.

The second item of New Business was the Job Description of the Director. The director distributed changes which she and the assistant director recommend in order to update the description. The trustees and administrators discussed changes to the description, and the resulting version will be on the agenda for adoption at the next meeting. The job description of the Assistant Director, and the salary ranges of both positions, will also be discussed at that meeting, in view of the fact that both positions will need to be filled this year when the administrators retire.

The third item of New Business was the Finlay Foundation Challenge. The director distributed information about this challenge, whereby the Finlay Foundation will award three grants of \$25,000 each to the library, historical society, and museum which increase their membership rolls the most. The deadline for application is March 1. The trustees and administrators discussed this, and the consensus was to apply. Strategies for increasing the number of registered patrons were discussed.

The fourth item of New Business was Food for Fines in April. The director and assistant director recommended that the library handle this the same way as was done in 2007, running the food for fines drive for two weeks beginning with National Library Week, April 14-19. The program would work the same way as in the past: patrons who bring in food for the local food pantries during those two weeks would have their overdue fines waived on library materials they return at the same time. On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees unanimously voted to hold the Food for Fines drive during the two weeks beginning April 14, 2008.

DIRECTOR'S REPORT

The director reported that:

- GMILCS, the library consortium to which the Kelley Library belongs, plans to begin patron-initiated inter-library loan in March, and is also examining Integrated Library Systems from two vendors, with a view toward possibly migrating to a new system this year, rather than waiting until 2009. The consortium does not plan to increase membership dues to accomplish this.
- The elevator passed its annual state inspection and will soon receive the new certificate, but additional waterproofing will need to be done, and a contractor has been lined up to do this.
- The boiler has also passed its required inspection.
- A letter has been received from the proprietor of the Brattle Book Shop regarding his evaluation of the collection of historical autographs. The director distributed copies.
- The library will be the display point for entries into a contest to design a logo for this year's Salemfest.
- A large-capacity coffee urn had been obtained for use by the library and by groups meeting here.
- Software to book the public computers and to control the timing of their use is being investigated by library staff to alleviate current problems.
- The library is once again experimenting with relying solely on email notices, not backed up by mailed notices, to send holds notices and first overdue notices to patrons with email addresses.

The assistant director reported that the total number of unexpired library cards is 10,500: 8,803 adult and 1,697 juvenile.

TRUSTEE MATTERS

Mrs. Hartnett praised the report which Mrs. Breen had written for the town report on behalf of the trustees. She suggested that the Trustees' bylaws be revised to add the office of vice chairperson, whose duties would be to perform the duties of the chairperson in the absence of the chairperson. She pointed out that with this new position, all three trustees would have a formal position: chairperson, vice chairperson, and treasurer. She also suggested changes to clarify or update the language in several places. The director will send out the bylaws to the trustees showing the proposed changes, so they can be voted upon at the next meeting.

DATE AND HOUR OF NEXT MEETING

The next meeting was scheduled for Thursday, March 13, 2008 at 4:30 PM at the library. On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees voted unanimously to adjourn at 6:45 PM.

Respectfully submitted,

Eleanor Strang, Director