

LIBRARY TRUSTEES' MINUTES
October 30, 2008

PRESENT: Rosemarie Hartnett, Martha Breen, Sally Gilman, Alison Baker

Mrs. Hartnett called the meeting to order at 4:06 PM.

MINUTES

On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to accept the minutes of the meeting of October 2, 2008.

TREASURER'S REPORT

Ms. Baker reported that the balances in the trustees' accounts were as follows: \$15,863.82 in the checking account; \$4,907.73 in the Marois account; \$12,095.81 in the Certificate of Deposit, and \$1,556.49 in the new Brock Trust Fund Interest account for a total of \$34,423.85.

Ms. Baker was directed to look into the details of the Marois bequest to see if it could be expended.

There was one bill for consideration for payment from trustee funds, a payment for new checks for the Trustee Checking Account. The bill had been paid already due to a short time allowed for payment, but was brought up for review. On a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees unanimously voted to the bill, totaling \$34.95, from trustee funds.

The expenditure report reflecting October's bills was reviewed by the trustees. The budget is right where it should be at this time of the year. Mrs. Hartnett asked Ms. Baker to check into some changes possibly coming in the SEA Union contract. Since this is the union the library mirrors, it is important to be aware of any changes that might affect library policy.

OLD BUSINESS:

The first item of Old Business was the search for the Assistant Director. Ms. Baker said that the candidate has accepted the position, with a start date of January 1, 2009. The candidate asked that the trustees wait to officially announce the selection until he informs his own board of his resignation. Ms. Baker was instructed to send a letter confirming the selection of the candidate as a follow-up to the emailed confirmation.

The second item of Old Business was the 2009 Budget. Mrs. Hartnett asked the other trustees to review the memo to the Budget Committee addressing the questions raised at the Budget meeting earlier in the month. There was some discussion on the best wording in support of the decision to change one clerical position to a 37.5 hr FT position. Mrs. Hartnett offered to send out a revision in the morning for review, and then the packet could be sent over to the Budget Committee. The rest of the memo was acceptable.

The third item of Old Business was warrant articles. Based on feedback from the New Hampshire Library Trustees Association, the NH Department of Revenue, and the New Hampshire State Library, the trustees decided to stay with the process that has worked for the Library for the past 15 years. The COLA will be part of a Citizen's Petition Warrant. How to best deal with the costs of the retirement of a staff person in June of 2009 was discussed. The trustees decided to have the unexpended fund balance of the 2008 budget put into a trust fund similar to what was done in 2007/8. Another warrant article would be needed to approve the release of these funds.

NEW BUSINESS

The first item of New Business was a discussion of an Outreach volunteer. Ms. Baker reported that Joan Fardella, with a great deal of experience with the elderly and the infirm, wants to provide library service to homebound residents of Salem. Mrs. Fardella is planning to do all the work needed to provide library materials, as well as planning and implementing the project. The trustees were unanimous in their appreciation of the project, voicing only some concern about liability issues since the project involves a volunteer driving around the community on behalf of the library. Ms. Baker was directed to check with the insurance company to find out how this would be covered.

The second item of New Business was a discussion of revisions to the Internet Policy. Because Mrs. Breen had to leave early, further discussion was tabled until the next meeting.

TRUSTEE MATTERS

On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to move on to Trustee matters.

Mrs. Hartnett asked to schedule a review of Ms. Baker's performance before the end of the year. The decision was to do so at the next trustee meeting. Ms. Baker was asked to consider what her goals were for herself and the library and to be prepared to discuss them at the review. In particular, Mrs. Hartnett was interested in plans for serving Teens.

On a motion by Mrs. Gilman, seconded by Mrs. Hartnett, the trustees voted unanimously to move to the Director's Report. Mrs. Breen left for an important meeting at 5:18 PM.

DIRECTOR'S REPORT

Ms. Baker's report was directly related to expanding service to Teens. She gave a brief overview of plans by Corrie Chiknas, the Sr. Children's Librarian, to offer a series of programs in the spring for teens involving the creation of graphic novels. Mrs. Chiknas has also just kicked-off a new series of art programs for elementary school-aged children. The first installment, "Color Menagerie," introduced the participants to the color wheel and to Andy Warhol's art and technique. The children made their own versions of his four-of-a-kind series. The results are now on display in the library. This will be a monthly program highlighting different artists and techniques.

Ms. Baker also reported that the KLAS programs have been extremely successful this fall, with the "Two Old Friends" night of music once again bringing in a full house. Ms. Baker has had several people come in to compliment Deborah Berlin's selections this year.

Because it was not yet the end of the month, Ms. Baker could not provide the usual statistics, but said that so far this month has seen a substantial growth over last year's circulation.

TRUSTEE MATTERS

There were no further trustee matters.

DATE AND HOUR OF NEXT MEETING

The next meeting was scheduled for Thursday, November 13, 2008 at 4:00 PM at the library. On a motion by Mrs. Gilman, seconded by Mrs. Hartnett, the trustees voted unanimously to adjourn at 5:25 PM.

Respectfully submitted,

Alison Baker, Director