

# LIBRARY TRUSTEES' MEETING

September 11, 2023

5:30 PM

## **PRESENT**

David Hickernell, Chris George, Kate Norton, and Natalie Ducharme. Kate Norton called the meeting to order at 5:32 PM.

## **MINUTES**

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the amended minutes for August 21, 2023.

## **TREASURER'S REPORT**

The treasurer's report for August was tabled until the next meeting. The trustees reviewed the June expenditure report from town.

After learning of the \$25.00 charge for stopping a check, the trustees discussed options. Since Amazon purchases are ongoing, if the check is cashed by Amazon, it will be applied as a business credit. David Hickernell made a motion to not stop payment on check #1287 (with a value of \$37.94), due to the high cost of the check stopping fee. This was seconded by Chris George. The trustees unanimously voted to not stop payment on check #1287.

The library is the recipient of the June R. Belanger Bequest. This \$31,821.48 bequest will be discussed at a Public Hearing on Friday, September 22 at 5:30 PM. Ms. Ducharme was directed to place a public notice in the Eagle-Tribune. One public notice was placed at the library and the other at the Town Hall bulletin board for public notices.

Ms. Ducharme submitted a \$699.00 reimbursement request for the annual Princh contract. On a motion by David Hickernell, seconded by Chris George, the trustees unanimously voted to pay the reimbursement.

## **OLD BUSINESS**

*The first order of Old Business was update to the heating system conversion project.*

Ms. Ducharme gave an update of this project. CAC is in its final stages of connecting the duct work. The burners should be ready to test fire by mid-September. The Senior Custodian is continues to get quotes for the driveway repairs and repaving. He is also investigating landscaping options for the front of the building.

*The second order of New Business was 2024 Budget*

Ms. Ducharme presented the revised 2024 budget with current figures sent from town. The final budget has a 0.5% increase, or \$8,269. On a motion by David Hickernell, seconded by Chris George the 2024 budget of \$1,678,275 was unanimously passed.

Ms. Ducharme reported that the Salem Town Council will meet on Thursday, Oct. 12<sup>th</sup> at 6:30PM is the SHS Media Center to discuss the Library Budget. The Budget Committee's tentative date is Thursday, Oct 26<sup>th</sup>. The trustees reviewed the 2024 budget memo. The memo was discussed and revised. On a motion by David Hickernell, seconded by Chris George, the amended memo was unanimously passed. Ms. Ducharme was instructed to send it to the Town Council and the Budget Committee.

## **NEW BUSINESS**

There was no new business.

## **DIRECTOR'S REPORT**

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Ms. Ducharme reported that the Apsen upgrade to the online catalog launched well. Several new features are popular and well used. Additional customization continues through the fall.

## **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:

-Monday, November 14 at 5:30 PM in the Beshara Room

## **ADJOURNMENT**

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 6:44 PM.