

LIBRARY TRUSTEES' MEETING
September 30, 2019

PRESENT

Kathleen Norton, Martin Isaks, Cindy Jury, Natalie Ducharme, and Alison Baker present. Kathleen Norton called the meeting to order at 5:32 PM.

MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the meeting minutes for August 19, 2019. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the meeting minutes for August 29, 2019.

TREASURER'S REPORT

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

Balances in the trustees' accounts are as follows:

Checking Account (Salem Coop Bank)	\$ 49,088.77
Certificate of Deposit (Salem Coop Bank)	\$ 10,981.60
Subtotal	\$60,070.37
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,593.00
Marois Bequest Account (Salem Coop Bank)	\$ 274.17
Subtotal	\$ 8,867.17
 Total Trustee Funds	 \$68,937.54

Bills for Consideration

David A. Hunter (Program Presenter from gift)	\$100.00
Dana Biscotti Myskowski (Program Presenter from gift)	\$100.00
 Total Bills	 \$200.00

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to approve the report as presented and pay the two bills for a total of \$200.00.

The Trustees reviewed the Trustee fund report as well as the expenditure reports for August.

Ms. Baker reported that the Brock Trust payment had been received for a total of \$1,735.45. It will be deposited into the Brock Fund account.

OLD BUSINESS

The first order of Old Business was the 2020 Budget Calendar Review

The Trustees noted the upcoming dates for the Selectmen and the Budget Committee reviews.

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The second order of Old Business was Policy and By-Laws review
The Trustees postponed until October.

The third order of Old Business was Trustee Expenditures, 2019

Ms. Baker reported that the Trustee Expenditures approved early in the year had been completed except for the Periodical Shelving. She proposed taking those funds and using them for new chairs in the Beshara Room and replacement chairs for 2 chairs on the main floor. The Trustees discussed at length. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the revised Trustee Expenditures as set forth.

NEW BUSINESS

The first order of New Business was the Separation release form.

Ms. Baker passed the form releasing \$11,486.80 from the Employee Separation Fund to offset the payment out of the Operating Fund. The Trustees all signed off on it, and Ms. Baker will submit to the Finance Department.

The second order of New Business was the Question about the 2020 Holidays.

Ms. Baker gave the Trustees a heads up about how the Christmas holidays fell in 2020, suggesting that the Trustees consider how they would be handling Saturday, December 26.

The third order of New Business was the Question concerning the meeting room use and policy.

Ms. Baker asked if the Trustees would like her to review the wording addressing who and what organizations could use the meeting rooms. She reported recently getting a number of requests from businesses asking for space to present an 'informational' program closely related to the nature of the business. Examples included a financial advisor presenting on investing for seniors, and a medical practice presenting about using Medicare. The policy does prohibit use of the rooms to operate a business, but the 'informational' label creates a gray area. After some discussion, the Trustees directed Ms. Baker to research some options for tightening the policy. The Trustees were concerned specifically that in the public's mind, any program hosted in a meeting room will appear to have the library's seal of approval. Ms. Ducharme reported that this will be a topic of discussion at the MerriHillRoc coop and information from that meeting will also be used in the revision.

DIRECTOR'S REPORT

The Trustees reviewed the printed report for August.

TRUSTEE MATTERS

Ms. Ducharme reported back to the Trustees on her efforts, at this point fruitless, to contact local groups dealing with how to interact with customers with mental challenges and disabilities. Cindy Jury shared her research as well, recommending that the Elementary Resource Officer present on the topic. The Trustees discussed at great length. Ms. Baker and Ms. Ducharme will arrange a presentation in November to department heads who will be responsible for sharing the information with their staff. This training would be specifically referencing individuals on the autism spectrum.

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Ms. Baker, referencing Cindy Jury's comment concerning the importance of being ahead of complaints, revisited the Trustees decorations for Christmas. While the Trustees see the decorations as wintry seasonal, Kate Norton suggested that there might be further discussion at a later meeting.

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 Tuesday, October 22nd at 5:30 PM at the library.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees adjourned the meeting at 6:33 PM.