

*LIBRARY TRUSTEES MEETING**January 14, 2009*

PRESENT: Martha Breen, Sally Gilman, Joan Fardella, Alison Baker, Andrew Richmond.

Mrs. Breen called the meeting to order at 4:03 PM.

MINUTES

Mrs. Gilman asked for one correction on the minutes: replace the term president with chairman. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the trustees voted unanimously to accept the minutes of the meeting of December 4, 2008 as corrected.

TREASURER'S REPORT

Ms. Baker reported that the balances in the trustees' accounts were as follows: \$18,493.57 in the checking account; \$4,910.02 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 \$37,055.89.

Ms. Baker brought up two bills that will need to be considered for payment before the next meeting. First was the \$241.50 bill from Ford Flowers for 2 funeral arrangements. Second was a bill for the Currier Museum of Art museum pass renewal for \$65.00. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the trustees voted unanimously to pay both of these bills.

Ms. Baker presented forms from the Town of Salem to release \$25.50 from the Council of Fine Arts Trust and \$125.02 from the John Bailey Trust to be set as reimbursements to the Materials of Trade line item. Mrs. Gilman as treasurer signed the forms. A discussion of the 3 trust funds for the library ensued, providing Mr. Richmond, the new Assistant Director, with a clear background of the Trusts.

OLD BUSINESS:

The only item of Old Business was the changes in the Board membership. The trustees clarified the officers which had changed due to the resignation of Rosemarie Hartnett, Board Chairman, and the interim appointment of her replacement, Joan Fardella. Until the general election in March, Martha Breen will act as Board Chairman, Sally Gilman will continue as Vice Chair and Joan Fardella will act as Treasurer. The offices will be temporary and will be revisited after the election when the Board traditionally holds elections for officers.

NEW BUSINESS

The first order of New Business was the warrant articles being put forward by the Trustees. The warrant article dealing with the economic benefits for the library staff was considered. Since the library mirrors the SEA union decisions and this contract was currently being determined, it was decided to gather additional information. On a motion by Mrs. Fardella, seconded by Mrs. Gilman, the board unanimously voted to finalize the economic benefits citizen's petition warrant at a special meeting to be scheduled before the end of the month. The board then reviewed the employment separation costs warrant, planned to cover the retirement of Debra Berlin. The entire cost would be covered by transferring monies, reflecting surplus from the 2008 library budget, from the General fund. On a motion by Mrs. Gilman and seconded by Mrs. Fardella, the board voted unanimously to put forward a Citizen's Petition Warrant Article to request the appropriation of sufficient funds for the employment separation trust fund. The three trustees signed the warrant.

The second order of New Business was the Town Report articles from the library. Ms. Baker distributed the statistics, the Director's report and the Trustee report written by Mrs. Gilman. Ms. Baker was asked to include the full name of GMILCS in the director's report. Mrs. Gilman was asked to include the

retirement of Howard Chase and the gift of the Rotary Club. Updated files would be forwarded to the Town. The final Treasurer's report would be done when the final expenditure reports were distributed by the Town.

The third item of New Business was the copier contract. Ms. Baker explained that the library was now down to one copier from an original 3, and that she had explored several ways of dealing with the issue. The options were purchasing our own, leasing copiers or updating the current contract with Conway. While leasing was appealing, since the library turns all income from copies and printing over to the town, there would not be any revenue to offset the leasing costs. The Conway contract, reflecting the reduction in copier volume, would provide a coin operated copier and a coin operated print center networked to the Internet computers. This would streamline the printing process and make sure that all prints were paid for. The contract called for using one of the library's HP inkjets as the printer. Under the contract, the library would receive 15% of the proceeds, a reduction from current levels. On a motion by Mrs. Fardella, seconded by Mrs. Gilman, the board unanimously decided to approve the contract with Conway. Ms. Baker asked if the donation from the Woman's Club could be spent on an inexpensive laser printer for the print station. Mrs. Gilman said she would discuss this with the club as the donation has traditionally been used for large print books.

The fourth item of New Business was a discussion of the policy and procedures for closing the library due to weather. It was decided that this would be a topic for ongoing discussion due to the many variables to be considered. It was decided that if a decision was reached to close in the morning, Ms. Baker was directed to call the board members later to let them know of the decision. If an early closing is being considered, Ms. Baker was directed to contact the board members several hours earlier to allow consideration of the closure and sufficient time for notifying the public. Ms. Baker reported that the library has been proactive in letting the public know to call before venturing out, that there is an informative message on the answering machine whenever the library was not open, and that she would continue to let the public be aware. The radio and TV notification was all set, and Ms. Baker agreed to find ways to get the closure information on the website in a timely manner.

#### DIRECTOR'S REPORT

Ms. Baker's said that the statistical sheet and director's report for the Town Report covered the report for this period, as it was an annual overview. She said that 2008 had been a good year, and all were looking for 2009 to be even better.

#### TRUSTEE MATTERS

Mrs. Fardella asked for the board to consider her plan to offer homebound services to residents of Salem. The service would be for anyone homebound for any reason, and Mrs. Fardella is prepared to do all the selection, delivery and promotion of the program to local groups. This would be in conjunction with and an expansion of the services already being provided by the library by Anne Pepin. The topic had been discussed previously, and Ms. Baker reported that she had explored the liability issues. As long as Mrs. Fardella had personal insurance, the library met the requirements of the insurance policy. The board agreed to Mrs. Fardella moving forward with the project.

Mrs. Breen discussed the lighting in the children's department. Ms. Baker said that it had been tested, and lighting levels were extremely low. Mrs. Breen suggested that trustee funds be considered for paying for, or helping to pay for further upgrades of the lighting.

#### DATE AND HOUR OF NEXT MEETING

The next regular meeting was scheduled for Wednesday, February 18, 2009 at 4:00 PM at the library. A special warrant meeting was scheduled for Thursday, January 22 at 4:00 PM. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to adjourn at 6:05 PM.

Respectfully submitted,

Alison Baker, Director