

LIBRARY TRUSTEES' MEETING

April 10, 2013

PRESENT

Kathleen Norton, Martha Breen, Michele Garneau and Alison Baker were present. Kathleen Norton called the meeting to order at 5:31 PM.

MINUTES

On a motion by Martha Breen, seconded by Kathleen Norton, the Trustees voted unanimously to accept the minutes for the March 20, 2013 meeting as printed.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$41,864.35 in the Salem Co-op checking account and \$10, 593.82 in the Certificate of Deposit, \$7, 464.77 in the Brock Trust Account and 4, 957.36 in the Marois Fund account, for a total of **\$64,880.30**.

There were no bills

On a motion by Martha Breen, seconded by Kathleen Norton, the Trustees voted unanimously to accept the treasurer's report dated April, 2013.

The Trustees reviewed the expenditure report for March, 2013. The expenditures were on track with the year 25% completed.

OLD BUSINESS

The only item of Old Business was the director's performance review. Since Trustee Annette Cooke was not available, the Trustees decided to postpone the review. Kathleen Norton suggested that the review be tied to a specific anniversary and become part of the annual schedule. After some discussion, the Trustees settled on the annual June meeting to coincide with the anniversary of the director's hire. There was further discussion as to where copies of the review should be stored. Kathleen Norton had talked with Molly McKean, head of HR for the Town of Salem about review forms and storage. After some discussion, it was decided to continue with the current form used by the Town, and have the completed reviews kept on file at HR. The Trustees asked Ms. Baker to submit a self-evaluation and to schedule non-public meetings at the May and June meetings for preparation and presentation of the review.

NEW BUSINESS

The first item of New Business was the 2014 Library budget. Ms. Baker asked the Trustees to consider some facility work for the 2014 budget, starting early to allow time for selecting potential projects, collecting estimates, evaluation, and final choice for inclusion in the budget. Ms. Baker presented two projects, both representing attention in the next 1-2 years: painting the exterior of the building, and replacement and upgrade of the lower lobby threshold and the walkway from the parking lot to the lower entrances. Ms. Baker reported that the current condition of the threshold made this the priority project, although both were necessary. After some discussion and review of older estimates for the work, the Trustees decided to move forward with both projects. Ms. Baker was asked to gather estimates for evaluation. Refitting the heating system for

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Natural Gas was also considered. Due to the size of the project and the volatile Natural Gas market, the Trustees decided to wait on this project. Ms. Baker was asked to contact William Scott at Town about being included on any further rounds of Natural Gas projects for Town buildings.

The next order of New Business was a revisiting of the Exhibit and Display Policy. This had been first considered by the Trustees in 2012. The Trustees will review the proposed policy for decision at the next meeting.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights. Of special note was the level of sharing the Kelley Library provides for the GMILCS system. The library is a net borrower, sharing far more than it borrows. This is also the case for traditional Interlibrary Loan with other libraries throughout the state. In addition, a quick review of the circulation in neighboring consortium libraries (Windham, Derry, Manchester) indicated that far more cardholders from these communities use Kelley than our cardholders use theirs. Ms. Baker believes that these facts speak to the quality of our collection and the library's success in meeting the needs and interests of the Salem community.

TRUSTEE MATTERS

Martha Breen asked follow-up questions concerning usage of the Quiet Study and the usage of the library in general by the groups of mentally challenged adults and caregivers. Ms. Baker reported that things have been appropriately quiet in the Quiet Study, and that the groups are much smaller, no longer overwhelm the library, and seem to be benefitting from better quality caregivers.

PUBLIC MATTERS:

There were no public matters.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for May 29th at the library at 5:30 PM.

On a motion by Martha Breen, seconded by Kathleen Norton, the Trustees voted unanimously to adjourn the meeting at 6:12 PM.