

# LIBRARY TRUSTEES' MEETING

March 21, 2017

## PRESENT

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

**ELECTION OF OFFICERS:** With Kate Norton re-elected to the Board of Trustees, the Trustees selected officers. On a motion by Cindy Jury, seconded by Kate Norton, Martin Isaks was nominated as Treasurer. On a motion by Martin Isaks, seconded by Cindy Jury, Kate Norton was nominated as Chair. The Trustees voted unanimously to approve the slate. Cindy Jury will continue to act as Vice Chair.

## MINUTES

Cindy Jury pointed out a typo on the second page. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to accept the minutes as corrected for January 10, 2016.

## TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$43,664.95 in the Salem Co-op checking account and \$10,786.57 in the Certificate of Deposit, \$7,633.19 in the Brock Trust Account and \$1,771.66 in the Marois Fund account, for a total of \$63,856.37. There were four bills for consideration:

Currier Museum of Art (museum pass)	\$ 80.00
American Independence Museum (museum pass)	\$ 50.00
Children's Museum of NH (museum pass)	\$300.00
Strawbery Banke Museum (museum pass)	\$250.00

**Total Bills** **\$680.00**

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the Treasurer's report and pay the bills as presented.

The Trustees reviewed the final Expenditure Report for the Operating Budget for 2016. There were more funds leftover than projected. Expenditure Reports for 2017 have not been posted.

The Trustees reviewed the proposed budget for the Trustee Funds for 2017, and the report through February 2017.

The Trustees reviewed the release forms for two trusts handled by the Trustees of the Trust. These had been signed previously by a Trustee due to time constraints. The John Bailey Fund will be paying out \$100.37 and the Council of Fine Arts fund will be paying out \$20.48. These funds go directly to offset the Operating Budget. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to release the funds as directed.

The Trustees reviewed the letter from the State of New Hampshire Circuit Court with a notice of Hearing concerning the Mary E. Brock Trust. The hearing is set for March 27 and will be relating to a request to change the name of the trust. There is no requirement for the Trustees to do anything, but they are free to attend.

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Martin Isaks shared a number of documents resulting from his research into other options for investing the Library Trustee funds. After extensive research, he reported that there is not currently another option than what we are using if we want to make sure that the funds are safe, with no potential for loss. Kate Norton and Cindy Jury thanked Martin for his research and evaluation.

## **OLD BUSINESS**

The first order of Old Business was the audit. Ms. Baker shared several response documents that had been submitted to the auditors. She reported that the audit records had been returned, so the audit was completed.

The second order of Old Business was Holiday decorations. Ms. Baker reported that the decorations at town buildings are supplied, put up and taken down by staff – no public money is used. She also reminded the Trustees that libraries have a requirement to be neutral and not espouse a particular point of view. Christmas decorations, however much they seem non-religious are still representing a single faith. She said at the same time she is expected to do as instructed by the Trustees. After a lengthy discussion, the Trustees recommended looking into winter themed decorations.

## **NEW BUSINESS**

The first order of New Business was the approval of the wage increase. As the warrant for a 1% raise was approved by town voters, for audit records the Trustees needed to notify town that all staff is included. A memo to that effect was passed around for signatures by all the Trustees, and will be sent over to Town.

The second order of New Business was the Way of the Cross. Ms. Baker reported that the Greater Salem Council of Churches asked that the library grounds could be one of the stops as in the past. After some discussion, the Trustees agreed that the corner by Geremonty and Main would be fine. Ms. Baker will email with the Trustee decision.

The third order of New Business was staff resignations. The Trustees received a letter from Vicki Lukas formally notifying them of her resignation at the end of June. The Trustees were appreciative of her kind words about the Trustees, the staff, and the administering of the library. Ms. Baker reported that another staff person, Anne Pepin, had also resigned quite unexpectedly. Plans to fill both positions were underway.

## **DIRECTOR'S REPORT**

The Trustees reviewed the report for January and February 2017.

## **TRUSTEE MATTERS**

Martin Isaks thanked Natalie Ducharme for her articles in the new Salem paper. He was pleased that there was finally a good outlet for getting information about the library and services out into the community. He suggested that the READ dog be highlighted, and Natalie said that it was planned for April.

## **PUBLIC MATTERS**

Ms. Baker reported briefly about an incident with a customer, who had planned to attend, about computer access. The individual was unhappy at the computer time limits. Ms. Baker explained that all computer access, similar to the vast majority of libraries, was managed by software to allow appropriate access, while

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making sure that access was consistent. The library offers 20 minute desk top access for non-residents and short projects, 1.5 hour desk top access for longer use by residents, and 3 hour laptop access (renewable) for longer usage. As a result of her talk with the individual, Ms. Baker did have the public scanner moved to a 1.5 hour computer to accommodate larger scanning projects.

### **DATE AND TIME OF NEXT MEETING**

The Trustees set the date and time for the next meeting for April 10, 2017 at 5:30 PM at the library.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to adjourn the meeting at 6:52 PM.