

LIBRARY TRUSTEES' MEETING

August 19, 2010

PRESENT

Martha Breen, Sally Gilman, Joan Fardella, Alison Baker, and Michele Garneau. Martha Breen called the meeting to order at 4:02 PM.

MINUTES

On a motion by Sally Gilman, seconded by Joan Fardella, the Trustees voted unanimously to accept the minutes from the June 24, 2010 meeting.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$35,468.89 in the Salem Co-op checking account, \$4,933.07 in the Marois Account, \$10,225.22 in the Certificate of Deposit, and \$4,580.78 in the Brock Trust Fund Interest account for a total of \$55,207.96.

There were four bills to consider: the pass for the NE Aquarium for \$625.00, the pass for the McAuliffe-Shepard Discovery Center for \$300.00, the pass for the Isabella Stewart Gardner Museum for \$175.00 and membership and pass for the NH Historical Society. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees unanimously voted to pay these bills for a total of \$1160.00.

The Trustees discussed at length how best to pay for the ebooks for the Library's Kindle. Currently it is being handled by reimbursement, but Ms. Baker was looking for a streamlined process. Several options were discussed and the Trustees asked Ms. Baker to look into a prepaid credit card. The Trustees decided to underwrite the ebook collection in addition to the Museum passes. Ms. Baker was also asked to look into the possibility of getting a loaned Nook from Barnes and Noble.

The expense reports for June and July were distributed and reviewed.

OLD BUSINESS

The first item of Old Business was the Employee Handbook. There were 5 policies to review. The Trustees reviewed and discussed each proposed policy, and then voted on accepting the policies. The following policies were reviewed and voted on:

- Policy 5: Employee Classifications. On a motion by Joan Fardella, seconded by Sally Gilman, the Trustees voted unanimously to adopt Policy 5: Employee Classifications.
- Policy 6: Hours. Mrs. Breen suggested some changes to the policy and after discussion the Trustees agreed to the amendments. On a motion by Sally Gilman, seconded by Joan Fardella, the Trustees voted unanimously to adopt Policy 6: Hours.
- Policy 7: Pay. On a motion by Joan Fardella, seconded by Sally Gilman, the Trustees voted unanimously to adopt Policy 7: Pay.
- Policy 10: Leave and Time Off. Mrs. Breen noted some typos and the Trustees agreed to the changes. On a motion by Sally Gilman, seconded by Joan Fardella, the Trustees voted unanimously to adopt Policy 10: Leave and Time Off.

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- Policy 12: Work Behavior. On a motion by Joan Fardella, seconded by Sally Gilman, the Trustees voted unanimously to adopt Policy 12: Work Behavior.

The second item of Old Business was the 2011 Library Budget. The Trustees discussed the proposed budget that zeroed out any increases in all line items other than the staff costs. The proposed budget has a bottom line of \$1,448,494 which is a 1.9% (\$27,011) increase over 2010. Ms. Baker was directed to send over the proper paperwork to the Town of Salem

The third item of Old Business was building repairs and maintenance. Ms. Baker reported that the lighting project in the Children's Room was completed and had improved the lighting throughout. 3 additional lights had been added to deal with dark areas. Ms. Baker reported that the window and exterior wall repair project in the children's room was not moving forward. After some discussion, the Trustees recommended that Ms. Baker start looking for new bids, and if Jones Construction had not started work by August 31st, to notify the company of the cancellation of the awarding of the project to that company.

NEW BUSINESS

The first item of New Business was the Investment Policy. The Trustees reviewed the existing Policy and decided to renew the policy as written. On a motion by Joan Fardella, seconded by Sally Gilman, the Trustees unanimously voted to readopt and reaffirm the Investment Policy as of August 19, 2010.

The second item of New Business was the Fine Policy. Ms. Baker was proposing a restructuring of the Fines to include a small increase for most formats and a major reduction for DVD fines. The Trustees discussed the fact that fines had not changed in many years and that DVDs were no longer as costly and should be treated as just another format. On a motion by Sally Gilman, seconded by Joan Fardella, the Trustees unanimously voted to adopt the Circulation Policy as amended.

The third item of New Business was esources. Because the matter had been discussed and decided earlier, the Trustees did not discuss further.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights.

TRUSTEE MATTERS

There were no Trustee matters.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The date and time for the next two meetings were set:

September 23rd

October 28th

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The meetings will be at the library at 4:00 PM

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to adjourn the meeting at 5:54 PM.