

## LIBRARY TRUSTEES' MEETING

May 11, 2011

### PRESENT

Martha Breen, Joan Fardella, Kathleen Norton, Alison Baker and Michele Garneau. Mrs. Breen called the meeting to order at 5:02 PM.

Chris Colella, facilities manager for the library, being in attendance, Mrs. Breen proposed a change in the agenda, attending the facility matters immediately.

OLD BUSINESS: The Trustees took up the matter of the roof project. The Trustees discussed at length the 4 bid proposals for the roof project. In addition, the references and experience with the Town of the low bidder were carefully reviewed. Ultimately, the Trustees decided to accept the lowest bid, pursuant to the company's signing of a contract and showing proof of insurance. On a motion by Mrs. Fardella, seconded by Ms. Norton, the Trustees voted unanimously to accept the roofing bid of A&P Home Improvements for \$98,000.

NEW BUSINESS: The Trustees too up the matter of the HVAC contract. Following up on the recommendation of the Budget Committee, Ms. Baker had solicited bids on the service contract for the library's HVAC. In addition to the ongoing Honeywell service contract, there were bids from CAC Mechanical Services, Inc. and Merrimack Valley Corporation. Based on the bids, Ms. Baker was directed to contact Honeywell concerning the termination of their contract.

### MINUTES

On a motion by Joan Fardella, seconded by Kate Norton, the Trustees voted unanimously to accept the minutes for the public and non-public sessions from the April 13, 2011 meeting.

### TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$35,690.55 in the Salem Co-op checking account, \$4,940.53 in the Marois Account, \$10,330.48 in the Certificate of Deposit, and \$4,587.70 in the Brock Trust Fund Interest account for a total of \$55,549.26.

There were no bills to consider.

Ms. Baker distributed the expenditure report for March 2011, the most recent available. The Trustees reviewed the report, noting that the budget was on track. Mrs. Breen questioned the high level of the Unemployment Compensation expenditure compared to the budgeted amount. Ms. Baker suggested the increases may be results of the high levels of usage of Unemployment during the current economic downturn. Mrs. Breen asked Ms. Baker to investigate and report back at the next meeting

### OLD BUSINESS

The Trustees having addressed the first order, they moved on to the second order of Old Business: the Town Manager Meet and Greet. The Trustees were very pleased by the event, feeling that it was a very positive meeting, and they were very appreciative of Mr.

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Hickey coming and spending the time with the staff and Trustees.

### NEW BUSINESS

The first order of New Business having been addressed previously, the Trustees took up the second order: Library Trustee Seminar. Ms. Baker said that she would like to attend the session on June 7<sup>th</sup> in Concord with Ms. Garneau. This seminar, provided by the Attorney General Department, had been attended previously by Mrs. Breen and previous staff and Trustees. Mrs. Fardella voiced an interest in going, and Ms. Norton will see if it is possible to fit it into her work schedule. Ms. Baker will make the arrangements.

Ms. Baker distributed two items that were not on the agenda: a letter from the Town concerning the entering of the Salem Common Historic District into the National Register of Historic Places, and an estimate for painting the exterior of the library to be used during the budget development process.

### DIRECTOR'S REPORT

Ms. Baker distributed the report and the Trustees reviewed the details. Ms. Baker reviewed the highlights. Circulation continued to be strong, again posting another 6% increase over 2010, with the children's department showing a 10% increase.

### TRUSTEE MATTERS

Mrs. Fardella asked Ms. Baker and Ms. Garneau to consider celebrating the 150 year anniversary of the Civil War with some programming over the next 4 years. She had attended a recent workshop and would provide some recommended reading lists for consideration in the various book groups.

### PUBLIC MATTERS

There were no public matters.

### DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set as Wednesday, June 22nd at the library at 5:00 PM.

On a motion by Mrs. Fardella, seconded by Ms. Norton, the Trustees voted unanimously to adjourn the meeting at 6:28 PM.