

LIBRARY TRUSTEES' MEETING  
September 3, 2009

PRESENT

Martha Breen, Sally Gilman, Joan Fardella, Alison Baker, Andrew Richmond  
Martha Breen called the meeting to order at 4:00 PM.

MINUTES

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously accepted the minutes of the August 11, 2009 meeting as written.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$28,974.55 in the checking account, \$4,926.46 in the Marois Account, \$10,000.00 in the Certificate of Deposit, and \$3,093.24 in the Brock Trust Fund Interest account for a total of \$46,994.25.

Ms. Baker presented 3 bills for consideration:

- Reimbursement for Edible Arrangements: \$ 71.95
- Reimbursement for various supplies – SRC \$ 116.67
- Reimbursement for various supplies – SRC \$ 177.30

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to pay \$482.59 in bills.

The Expenditure Report for August was not available this early in the month.

OLD BUSINESS

The first order of Old Business was the discussion of the 2010 Budget. The Trustees reviewed and discussed each line item. Several minor changes were made to several lines. Ms. Baker was instructed to adjust the budget to reflect the changes and to bring the budget to the next meeting for final vote. The Trustees will meet on Wednesday, Sept. 9 at 12:00 PM for a final review and vote.

The second order of Old Business was the discussion of Library Goals. The Trustees reviewed and discussed the proposed goals and objectives for the 4 principles determined at the last meeting. On a motion by Mrs. Gilman, seconded by Joan Fardella, the Trustees voted unanimously to adopt the principles and the proposed goals with a time line of January 1, 2010 through December 31, 2012.

The third order of Old Business was the discussion of the new phone system. The Trustees reviewed the bids received from interested businesses. After careful review of what would be offered under each bid and discussing them in terms of the current and future needs of the Kelley Library, the Trustees selected a proposal from First Access Technologies, Inc. of Salem. The proposal offered the best options and package, including a free message on hold system. On a motion by Mrs. Gilman, seconded by Joan Fardella, the Trustees voted unanimously to accept Option 3 of the proposal by First Access Technologies for a total of \$4,571.00.

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### NEW BUSINESS

The only order of New Business was the review of the specs developed by John Brennan Architects for the reroofing of the Library. Ms. Baker presented some questions and need for clarification that had been found after an initial review. John Brennan was prepared to make the necessary adjustments. On the question of who would oversee the project, Ms. Baker was directed to contact the proper departments at the Town of Salem for suggestions on how to handle this process. After further review, the Trustees had some further questions to be explored and would take up the matter of the roof again at the next full meeting.

### DIRECTOR'S REPORT

Ms. Baker reported that statistics were very positive, with the Adult Department having a total circulation of 18326. The Children's Room posted a 15% increase over 2008 for a total of 9013. The total computer logins were 2304 and the patron count for the first 6 weeks under the people counter showed the Library had had 19,764 visits.

Ms. Baker reported that 232 children had participated in the Summer Reading Program, reading 7040 books. The children's room had developed a very good schedule of programming for the fall, including a variety of new programming for children of various ages. A quiet reading area had been created in a small space off the reference department that provided comfortable seating as well as outlets for laptop use. In addition, the space had ample wall space for displaying art by local amateur artists.

Mr. Richmond followed up with his report about the successful programming in place and planned for the coming months. He reported that the KLAS programs for the fall were all in place, that there will be a bimonthly Family Game night alternating with a self-help/Do-it-Yourself series. There is also a monthly computer series providing information about using Internet sites – Google, E-Bay, Craigslist, Facebook – as well as various applications such as working with photos from digital cameras.

### TRUSTEE MATTERS

There were no Trustee matters.

### DATE AND TIME OF NEXT MEETING

The next meeting was set for September 9, 2009 at 12:00 PM at the library.

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to adjourn the meeting at 6:04 PM.