

LIBRARY TRUSTEES' MEETING

July 27, 2021

5:30 PM

PRESENT

Kathleen Norton, Martin Isaks, Amy Wallace Natalie Ducharme and Lauren Stevens. Kathleen Norton called the meeting to order at 5:31 PM.

MINUTES

On a motion by Martin Isaks, seconded by Amy Wallace, the Trustees unanimously decided to accept the minutes for June 28, 2021.

TREASURER'S REPORT

The Trustees reviewed the June Treasurer's report and the June Expenditure reports. Ms. Ducharme reported the Greater Salem Women's Club has donated \$1,000.00 and expressed an interest that the funds be used for the new children's collection, Wonderbooks. This donation was received at the beginning of July and will be reflected in the July Treasurer's report.

Balances in trustee's accounts are as follows:

Checking Account (Salem Coop Bank)	\$58,315.36
Certificate of Deposit (Salem Coop Bank)	\$11,149.26
Subtotal	\$69,464.62
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,375.40
Subtotal	\$ 8,3745.40
Total Trustee Funds	\$77,840.02

There were no bills for consideration for July 2021.

OLD BUSINESS

The first order of Old Business was the meeting Room scheduling update

Ms. Ducharme reported she has been in contact with all the groups that use the meeting room. Most will be returning beginning in September. Ms. Ducharme also reported that both meeting rooms will be emptied of storage materials in August.

The second order of Old Business was the Land Acquisition warrant article

Ms. Ducharme reported that she was able to get in touch with a former Director. The purpose of the funds was to be able to bid on the property next door to the library, or perhaps have first refusal rights if/when the property came on the market. The trustees instructed Ms. Ducharme to investigate the process of repurposing this warrant article.

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The third order of Old Business was the Part Time Custodial Job Description

The trustees unanimously approved the revised version of the job description, with a motion by Amy Wallace that was seconded by Martin Isaks.

The fourth order of Old Business was the Princh wireless printing service

Ms. Ducharme reported that Princh does not charge fees to the checking account linked to it. Instead, Princh transfers the funds electronically quarterly to the library (minus the transactions fees) on a quarterly basis. On a motion by Martin Isaks that was seconded by Amy Wallace, the trustees unanimously decided to allow Princh to have access to the trustee checking account for deposits of wireless printing payments collected by customers using Princh.

The fifth order of Old Business was the 2022 budget.

The trustees had a lengthy discussion of the 2022 budget and what the priorities should be moving forward. The issue of hiring and retaining staff continues to be discussed. Wages for part time employees continue to climb in the local library field. Discussion will continue at the next meeting.

The sixth order of Old Business was the New Federal Holiday - Juneteenth.

This item was tabled. The trustees will discuss this later in the year when discussing all holidays for 2022.

NEW BUSINESS

The first order of New Business was part time employees.

Ms. Ducharme reported the challenges with our current minimum wage. The Trustees directed Ms. Ducharme to bring financial and budget impact information for the next meeting.

The second order of New Business was NHSL IMLS AARP grant.

Ms. Ducharme reported that Kelley Library received \$4,305.00 from this grant. The following were purchased with the grant; an oversized rocking chair (for adult with child), 2 preschool comfy chairs (for ages 3-6), 2 Cozee cubes (for ages 6-10), 2 lounge chairs with tablets (for ages 11-18) and TeenBook Cloud which is a subscription service that provides ebooks, educational videos, and eAudios for teens and tweens.

The third order of New Business was the reintroduction of fines.

The trustees reviewed the purpose of fines. After a thoughtful discussion, the trustees believe the purpose of Kelley Library fines to be have the material returned. They feel that the fines are not punitive or unreasonable. The trustees instructed Ms. Ducharme to re-implement fines when feasible.

The Fourth item of New Business was staff.

Ms. Ducharme mentioned that trustees are viewed as representatives of the Trustee Board and be mindful of this when interacting with staff and public.

DIRECTOR'S REPORT

The Trustees reviewed the printed report for June. June was the kick off for Summer Reading. Ms. Ducharme reported that Summer Reading Program participation was strong all throughout the program. In person programs and pickup crafts were especially popular.

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TRUSTEE MATTERS

There were no Trustee matters.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting:

-Monday August 16, at 5:30PM at Kelley Library, Beshara Room

ADJOURNMENT

On a motion Amy Wallace, seconded by Martin Isaks,, the Trustees voted unanimously to adjourn the meeting at 7:05 PM.