

LIBRARY TRUSTEES' MEETING

March 17, 2025

5:30 PM

PRESENT

Kate Norton, Chris George, Douglass Knight (unofficially), Natalie Ducharme and Laura Stevens. Kate Norton called the meeting to order at 5:34 PM.

MINUTES

The February minutes were reviewed. On a motion by Chris George, seconded by Kate Norton, the minutes were passed 2-0.

TREASURER'S REPORT

The trustees reviewed the January and February Treasurer's report.

January 2025

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$65,803.74
Square Payment not posted	<u>\$16.79</u>
Subtotal	\$65,820.53
Certificate of Deposit (Salem Coop Bank)	\$11,660.61
Subtotal	\$77,481.14
Brock Trust Fund Interest Acct (Salem Coop)	\$TBA
Subtotal	\$TBA
Total Board of Trustees' Funds	\$TBA

February 2025

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$65,745.33
Square payments not posted	<u>\$32.76</u>
Subtotal	\$65,778.09
Certificate of Deposit (Salem Coop Bank)	\$11,678.50
Subtotal	\$77,456.59
Brock Trust Fund Interest Acct (Salem Coop)	\$TBA
Subtotal	\$TBA
Total Board of Trustees' Funds	\$TBA

There are two bills to be paid at this time.

OverDrive eAudiobook invoice of \$122.98. On a motion by Chris George, seconded by Kate Norton, payment of this invoice passed 2-0.

Barrington Public Library invoice of \$16.00. On a motion by Chris George, seconded by Kate Norton, payment of this invoice passed 2-0.

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The trustees also discussed the need to update the bank accounts. In addition, due to the elimination of bank passbooks, the trustees need to direct the monthly Brock Trust Fund and the CD account monthly statements sent to the library.

OLD BUSINESS

The first Order of Old Business was the Employee Manual revision.

The trustees tabled Section 7- Hours will until the next meeting

The trustees tabled Section 15- Work Place Behavior and Standard of Conduct until the next meeting.

NEW BUSINESS

The first order of New Business was updating the trustee elections and choosing of officers.

This was tabled until the next meeting

The second order of New Business was the Trustee Manual including code of ethics, bylaws and policies

This was tabled until the next meeting

The third order of New Business was the 2025 COLA memo for town

Trustees Kate Norton and Chris George signed the memo.

The fourth order of New Business were updates to the Trustee Manual

The first update was the Closing Decision policy to include Juneteenth

On a motion by Kate Norton, seconded by Chris George, the trustees voted 2-0 to update this policy.

The second update was Kelley Library Investment policy which needed to be reaffirmed annually.

On a motion by Chris George, seconded by Kate Norton, the trustees voted 2-0 up reaffirm this policy.

The fifth order of New Business were updates to the Teen Room policy and Safety for Minors policy.

The trustees received drafts of these policies to review and discuss and the April meeting.

The sixth order of New business was a Trustee Finances overview.

Ms. Ducharme gave a presentation of the trustee funds and town funds and the state laws that govern these monies.

DIRECTOR'S REPORT

Ms. Ducharme mentioned that the patron count was high for January and believes that the children/Teen programming is having a positive impact on the library.

TRUSTEE MATTERS

Douglas Knight will be sworn in by the town clerk before the next meeting.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

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

LIBRARY TRUSTEES' MEETING

March 17, 2025

5:30 PM

-Monday April 21, 2025 at 5:30 pm in the Beshara Room

ADJOURNMENT

On a motion by Chris George, seconded by Kate Norton, the trustees voted unanimously to adjourn the meeting at 6:32 PM.