

LIBRARY TRUSTEES' MEETING

January 6, 2014

PRESENT

Kathleen Norton, Martha Breen, Annette Cooke, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 5:45 PM.

MINUTES

On a motion by Martha Breen, seconded by Kathleen Norton, the Trustees voted to accept the minutes for the November 21, 2013 meeting as printed. Annette Cooke abstained.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$41,417.07 in the Salem Co-op checking account and \$10, 627.96 in the Certificate of Deposit, \$7,384.48 in the Brock Trust Account and \$4,110.45 in the Marois Fund account, for a total of \$63,539.96.

There was 1 bill for consideration:

Currier Museum of Art (pass) \$ 80.00

**Total Bills \$80.00**

On a motion by Martha Breen, seconded by Annette Cooke, the Trustees voted unanimously to accept the Treasurer's report and pay the Currier Museum of Art bill as presented.

The Trustees reviewed the treasurer's spreadsheet report and the monthly expenditure report. The final report for 2013 was not available, but the library is projected to complete the year with sufficient funds for the warrant.

OLD BUSINESS

The first item of Old Business was the Trustee job description. The Trustees were ready to vote on the document. On a motion by Martha Breen, seconded by Annette Cooke, the Trustees voted unanimously to accept the Trustee job description as printed. The document will be added to the website.

The second item of Old Business was the Warrant Article. Ms. Baker reported that the signature page and memo had been sent over on December 30<sup>th</sup>. The Trustees reviewed the revised Budget schedule. The Budget Committee will be voting on the Citizen's Petition Warrants on Jan 15<sup>th</sup>, with public input on Jan 16<sup>th</sup>. The selectmen are scheduled to discuss the warrants on Jan 20<sup>th</sup>. The Trustees arranged to attend.

The third item of Old Business was the Brock Trust. Martha Breen reported that the funds had been withdrawn and sent to town. In future the Trustees need to be sure to have 2 signatures on withdrawals from that fund.

## LIBRARY TRUSTEES' MEETING

January 6, 2014

The fourth item of Old Business was the benefits package. Ms. Baker asked if the Trustees wanted to move forward with alternative benefits packages for new hires. The Trustees agreed. Ms. Baker was asked to put together some options as a starting point for the Trustees' discussion.

### NEW BUSINESS

The first item of New Business was the new library newsletter. Ms. Baker distributed printed copies of the most recent issue of the electronic newsletter and talked about what the newsletter is, how it is being distributed, and the content. The Trustees were very interested and asked to be included on the distribution list.

The second item of New Business was the new staff member. Ms. Baker described the long process in finding a replacement for one of the part time circ positions opened up by the promotions in September. May Rodriquez was added to the staff in December and is doing well.

Other new business not on the agenda:

Ms. Baker distributed copies of the library's 2013 annual statistical report and the annual director's report. These both will be in the annual Town Report. The Trustees discussed the timetable for the Trustee annual report, and Chair Kathleen Norton will make sure it is submitted to Town by the deadline.

Ms. Baker suggested that the library move to East Coast Securities Services. The company handles all the security for the town, and offers a substantial reduction in costs for the library. The Trustees agreed to move forward with that plan

### DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights.

### TRUSTEE MATTERS

There were no Trustee Matters

### PUBLIC MATTERS

### DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for February 19<sup>th</sup> at 7 PM at the library.

On a motion by Martha Breen, seconded by Annette Cooke, the Trustees voted unanimously to adjourn the meeting at 6:34 PM.