

LIBRARY TRUSTEES' MEETING

February 19, 2020

PRESENT

Kathleen Norton, Martin Isaks, Cindy Jury, Natalie Ducharme, and Alison Baker present. Kathleen Norton called the meeting to order at 5:30 PM.

MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the meeting minutes as corrected for December 10, 2019. The final vote on the January 9, 2020 meeting minutes was postponed.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows:

Balances in the trustees' accounts are as follows:

Checking Account (Salem Coop Bank)	\$ 50,379.68	
Certificate of Deposit (Salem Coop Bank)	\$ 11,027.50	
Subtotal	\$61,407.18	
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,632.37	
Subtotal	\$ 8,632.37	
Total Trustee Funds		\$70,039.55

Bills for Consideration

Cornerstone Electric	\$695.00	
Nesmith Public Library	\$ 11.56	
Total Bills		\$706.56

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to approve the report as presented and payment of the bills for a total of \$706.56.

The Trustees reviewed the Trustee fund report.

There were two release forms for Library Trusts managed by the Trustees of the Trust:

Council of Fine Art for \$30.34

John Bailey Fund for \$148.73

Martin Isaks as treasurer signed.

OLD BUSINESS

The first order of Old Business was the 2020 Budget Calendar Review and Warrant Article

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The Trustees reviewed a draft document outlining the relationship between the Town and Library. The recent deliberative session had made it clear that there was some confusion. Ms. Baker provided some background about the need to inform the various town managers in the past, and that there had been an assumption that the Town now understood the relationship. The Trustees will review and decide how best to share the information at a future meeting.

Ms. Baker presented the memo from the Trustees needed to direct the Head of Payroll to give the COLA increase to all staff, should the Warrant pass. The Trustees signed, and the Assistant Director, Natalie Ducharme, will send it over after the voting day as needed.

The Trustees noted the upcoming dates for the Citizen's Petition Warrant and review. Ms. Baker will follow up with the Town Manager's assistant to clarify what seems to be the Selectmen and the Budget Committee meeting and voting the same day.

The second order of Old Business was Policy and By-Laws review

Ms. Baker distributed two policies that needed a final vote: a policy update of Solicitations and Sales, and the annual reaffirmation of the Investment Policy. The Trustees discussed briefly.

On a motion by Martin Isaks, seconded by Cincy Jury, the Trustees voted unanimously to update the Solicitations and Sales policy. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to reaffirm the Investment policy.

The Trustees made a final review of the proposed addition to the Bylaws intended to clarify the replacement process between elections. The Trustees discussed at some length.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the addition as proposed.

On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to reaffirm the Trustee Bylaws with the addition.

Ms. Baker reminded the Trustees that they might want to consider an ethics policy similar to one the Selectmen have. This would be for the future director to work with the Trustees on.

The third order of Old Business was Annual Report

Ms. Baker presented the full report.

NEW BUSINESS

The only order of New Business was Staff Resignations.

Ms. Baker reported that Judy Machnik was planning to retire at the end of March, and that Karen Brown had tendered her resignation with a final date of March 4, 2020. Ms. Baker updated the Trustees on the plans for promoting staff, posting for replacement staff, and redistribution of tasks. The Trustees discussed at length and voiced their support of the plans.

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DIRECTOR'S REPORT

The Trustees reviewed the printed report for December and January. Ms. Baker reported on the upgrades in the Conference Room and the staff room.

TRUSTEE MATTERS

Kate Norton distributed thank you cards for the Trustees and Ms. Ducharme to sign. These cards were for the 3 individuals that had served on the search committee for the new Director.

Kate Norton gave Ms. Baker several documents (Background Check and New Hire Physical/Drug Test) to be prepared for the incoming director.

Ms. Baker thanked the Trustees for all their support over the years, and the Trustees thanked Ms. Baker for her work. The Trustees signed a directive for payroll related to paying Ms. Baker for her unused PTO as pre-payment for her being available for consultation for the next Budget cycle.

PUBLIC MATTERS

There were no Public Matters

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next two meetings:

Tuesday, March 24th at 5:30PM at the library

Tuesday, April 14th at 5:30PM at the library

NON-PUBLIC MEETING

Cindy Jury moved that the Trustees move into a non-public session pursuant to RSA 91A:3IIa, pertaining to personnel. Martin Isaks seconded. Cindy Jury asked for a roll call vote: Kathleen Norton voted in the affirmative, Cindy Jury voted in the affirmative, and Martin Isaks voted in the affirmative. The motion to move into non-public session passed and the Trustees moved into non-public session at 6:27.

ADJOURNMENT

Having come out of the non-public meeting at 6:32, on a motion by Martin Isaks, seconded by Cindy Jury, the Trustees adjourned the meeting at 6:55 PM.