

# LIBRARY TRUSTEES' MEETING

June 28, 2021

5:30 PM

## PRESENT

Kathleen Norton, Martin Isaks, Amy Wallace Natalie Ducharme and Lauren Stevens. Kathleen Norton called the meeting to order at 5:35 PM.

## MINUTES

On a motion by Martin Isaks, seconded by Amy Wallace, the Trustees unanimously decided to accept the revised public meeting minutes for May 17, 2021.

## TREASURER'S REPORT

The Trustees reviewed the May Treasurer's report and the April & May Expenditure reports. Ms. Ducharme reported that she has not yet found more information regarding the Land Acquisition Expendable Trust Fund.

*Balances in trustee's accounts are as follows:*

Checking Account (Salem Coop Bank)	\$58,116.05
Certificate of Deposit (Salem Coop Bank)	\$11,138.11
Subtotal	\$69,254.16
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,374.00
Subtotal	\$ 8,374.00
<b>Total Trustee Funds</b>	<b>\$77,628.16</b>

*Bills for consideration*

S&S Worldwide	\$2,245.88
<b>Total Bills</b>	<b>\$2,245.88</b>

On a motion by Martin Isaks and seconded by Amy Wallace, the Trustees unanimously voted to pay the S&S Worldwide bill totaling \$2,245.88 for new Children's Room shelving.

## OLD BUSINESS

*The first order of Old Business was the next stage in reopening.*

Ms. Ducharme reported that the next step in re-opening is making the meeting rooms available to the public. She has emailed the groups that have used the rooms previously to announce the September availability. After the summer program, the remaining tables, chairs, etc. will be out for the public.

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*The second order of Old Business was the 2022 budget.*

The trustees has a thoughtful discussion regarding hiring and retaining staff. The competition and pay for employees being a contributing factor to hiring employees.

## **NEW BUSINESS**

*The first order of New Business was in-person Trustee meetings*

The Trustees voted unanimously to return to in-person meetings beginning in July 2021, with Amy Wallace making the motion and seconded by Martin Isaks.

*The second order of New Business was New Federal Holiday – Juneteenth*

The Trustees decided to discuss this later in the year when discussing all holidays for 2022.

*The third order of New Business was the update of the Registration Policy for Library cards.*

After a brief discussion, Amy Wallace made a motion which Martin Isaks seconded. The trustees unanimously voted to update the Registration Policy.

*The Fourth item of New Business was the update to the Assistant Youth Services position job description.*

After a brief discussion, Martin Isaks made a motion, which Amy Wallace seconded. The trustees unanimously voted to update the Assistant Youth Services job description.

*The fifth item of New Business was the Part-Time Custodian position job description.*

The trustees reviewed a draft of this job description for this new position. Ms. Ducharme will review this job description with the Senior Custodian.

*The sixth item of New Business was the New Service – Princh Wireless printing with Debit/credit card.*

Ms. Ducharme gave a short presentation of Princh and its' benefits to library customers. Princh would be in addition to the networked printer system that is in place, which is a cash only print station. The trustees asked Ms. Ducharme to gather more detailed information regarding costs, charges, etc. to present at the next meeting.

## **DIRECTOR'S REPORT**

The Trustees reviewed the printed report for May. Fewer than usual programs were offered in May. Staff uses May for Summer Reading preparation. Ms. Stevens gave an update to the Summer Reading Program which kicked off last week. The first week was super successful.

## **TRUSTEE MATTERS**

There were no Trustee matters.

## **PUBLIC MATTERS**

There were no public matters.

## **DATE AND TIME OF NEXT MEETING**

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

-Tuesday July 27th at 5:30PM at Kelley Library, Beshara Room

## **ADJOURNMENT**

On a motion Martin Isaks, seconded by Amy Wallace, the Trustees voted unanimously to adjourn the meeting at 6:34 PM.