

LIBRARY TRUSTEES' MEETING

December 5, 2007

PRESENT: Rosemarie Hartnett, Martha Breen, Sally Gilman, Eleanor Strang, Jean Williams

Mrs. Breen called the meeting to order at 12:30 PM.

MINUTES

On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees voted unanimously to accept as printed the minutes of the meetings of October 11, 2007 and October 25, 2007.

TREASURER'S REPORT

The director reported that the balances in the trustees' accounts were as follows: \$3,994.75 in the checking account; \$4,883.09 in the Marois account; and \$11,758.52 in the Certificate of Deposit, for a total of \$20,636.36. She indicated that a check for \$161.91 will need to be given to Market Basket when the pastries for the library's Holiday Tea on December 15 are picked up. On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees voted unanimously to pay this amount from trustee funds.

The director distributed the expenditure printouts for the Operating Budget as of October 31, 2007, which showed that 81% of the budget of \$1,398,798 had been expended at that point.

OLD BUSINESS

The only item of Old Business was the Holiday Observance for Christmas Eve. The director and assistant director explained that closing at 1:00 PM would be preferable to closing at 2:00 PM in terms of meal break issues. On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees unanimously voted that the library close at 1:00 PM on December 24.

NEW BUSINESS

The first item of New Business was Plans for the Holiday Tea on December 15. The trustees, director and assistant director discussed and finalized the logistics, food, and supplies for the event.

On a motion by Mrs. Gilman, seconded by Mrs. Hartnett, the trustees unanimously voted that a large coffee maker, capable of making at least 50 cups, be purchased from trustee funds.

The second item of New Business was the Certificate of Deposit which the trustees have at Salem Cooperative Bank. The director explained that the CD, which currently has a balance of \$11,758.52, has reached maturity and is within the 10-day window for making changes. It is currently an 11-month CD, but currently the best interest rate at that bank is on 7-month CDs: 4.75% with an annual percentage yield of 4.85%. After discussion, on a motion by Mrs. Gilman, seconded by Mrs. Hartnett, the trustees unanimously voted to renew the entire balance for a 7-month term.

The third item of New business was the Warrant Article for the Cost of Living Adjustment. The director indicated that she hadn't received the specific figures yet from the Finance Department, so the trustees, on a motion by Mrs. Hartnett, seconded by Mrs. Gilman, unanimously voted to table this item until the figures are received. The director explained that the deadline for citizen petition warrant articles is February 5.

The fourth item of New Business was Proposed Changes in Loan Periods and Limits for Media. The director distributed a list of current circulation policies. She explained that the circulation figures for videos are declining, due to the popularity of DVDs. As a result, there is no longer a need for movie videos and children's videos to have a short 2-day loan period. She recommended that their loan period be changed to 2 weeks, the same as non-fiction videos, and that their limit be increased from 4 to 6, also

the same as non-fiction videos. She explained that the increase in the loan period would probably lower the fine income from videos, but that this decrease should not be too significant since the circulation figures for videos are declining. She also recommended that, since the number of books on CD has significantly increased, their limit be increased from 4 to 6, the same as books on tape, music CDs, and CD-ROMs. After discussion, on a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees unanimously voted to increase the loan period for movie videos and children's videos to 2 weeks, increase their limit to 6, and increase the limit on books on CD to 6.

DIRECTOR'S REPORT

The director reported on publicity the library recently received, including a front-page article in the Eagle Tribune regarding the library's new story times for babies. She reported that she has arranged a meeting on December 12 with Ken Gloss, the proprietor of the Brattle Book Shop, so that he can examine the library's collection of historic autographs. She distributed a list of salaries of town officials, as requested at the last meeting. Mrs. Hartnett recommended that the discussion of salaries be re-opened during 2008 for the 2009 budget. The director reported that a new "Teen Reads" area has been established on the upper level, and that the children's librarians are presenting two new holiday programs this year: "Holiday Train" and "Polar Express." She reported that the Big Read book discussion and film program were both successful, as was Deb Berlin's program on "Witches, Pop Culture, and the Past," which attracted a significant number of people from the Salem Historical Society. She reported that the library will once again have a "Mitten Tree" in the Children's Room, and that the mittens and hats collected will be donated to the Salvation Army. The assistant director reported that two more pages have been hired, and that the total number of unexpired library cards stands at 10,519.

TRUSTEE MATTERS

Mrs. Gilman asked if the person who had inquired about the use of the meeting room for a representative of a presidential candidate had booked the room, and the director reported that she had not.

DATE AND HOUR OF NEXT MEETING

The next meeting was scheduled for Thursday, January 10, 2008 at 4:00 PM at the library. On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees voted unanimously to adjourn at 1:45 PM.

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Respectfully submitted,

Eleanor Strang, Director