

LIBRARY TRUSTEES' MEETING

June 24, 2010

PRESENT

Martha Breen, Sally Gilman, Joan Fardella, Alison Baker, and Michele Garneau. Martha Breen called the meeting to order at 4:04 PM.

MINUTES

On a motion by Joan Fardella, seconded by Sally Gilman, the Trustees voted unanimously to accept the minutes from the May 27, 2010 meeting.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$100.00 in the Sovereign checking account, \$35,194.54 in the Salem Co-op checking account, \$4,931.01 in the Marois Account, \$10,160.91 in the Certificate of Deposit, and \$3,097.62 in the Brock Trust Fund Interest account for a total of \$53,484.08.

Ms. Baker reported that the Sovereign account could be safely closed as the check had been cancelled.

There were three bills to consider: the 2010-2011 membership in the NH Library Trustees Association for \$50.00, the pass for Zoo New England for \$300.00, and payment to Blinds Unlimited for the installed blinds for \$1578.00. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees unanimously voted to pay these bills for a total of \$1928.00.

The expense report for May was distributed and reviewed.

Ms. Baker reported that the payment on the Brock Trust had been received. Mrs. Fardella will deposit it into the Brock Trust Fund.

OLD BUSINESS

The first item of Old Business was Building repairs and maintenance. Ms. Baker reported that George Jones had been told that he had won the contract and he will be working the library into his schedule. Ms. Baker said that Cornerstone had not updated their 2008 bid of \$8645 for the lighting in the Children's Room. On a motion from Mrs. Gilman, seconded by Mrs. Fardella, the Trustees unanimously voted to accept the \$5210 from Berube and Sons for the lighting project. Ms. Baker said that the project will be scheduled no earlier than August to work around the Summer Reading Program. Ms. Baker reported that the Library's inspection by the Town Safety Committee had been completed the previous day and reviewed some of the required work. Some of the work will be expensive and should be included in the 2011 budget.

The second item of Old Business was the Employee Handbook. The Trustees reviewed the sections 5 (Employee Classifications), 6 (Hours), 7 (Pay Policies) and 10 (Leave and Time Off). After some discussion, Ms. Baker was directed to develop policies for these sections for review at the next meeting. These policies would serve to formalize the Town, Union and internal policies. Ms. Baker was further directed to bring policies for

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the remaining sections for review over the course of year. The Handbook will be reviewed in its entirety when completed.

The third item of Old Business was the consideration of the 2011 Library Budget. Ms. Baker distributed copies of a very preliminary budget for reference by the Trustees. Ms. Baker reported the budget plans recommended for the Town of Salem. The Trustees discussed what projects to include in the Building Improvements line. Ms. Baker will get bids for projects based on the Safety Committee inspection as well as others that are needed. As the budget develops, the Trustees will receive updated versions for a full discussion at the next meeting in August.

NEW BUSINESS

There was no new business.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights.

Statistics

- a. Circulation: **21172**
 - i. Adult: 14492
 - ii. Childrens: 6700

- b. Computer bookings: **1884**
 - i. Standup: 749
 - ii. Sitdown: 1111
 - iii. Word processing: 24

- c. Programs: **118 bookings**
 - i. Library: 40
 - ii. Rec department: 1
 - iii. Other: 77

- d. Patron Count : **14618 visits**, average 562 per day

- e. Registrations: **80**
 - i. Adult: 59
 - ii. Childrens: 21

New programmable thermostats had been installed to control the heating/cooling in the front section of the main floor.

The first of a series of events to highlight local non-profits had been held on June 19th. SARL had set up a great series of displays. Further events will be planned for the fall and early spring

Ms. Baker reported that she had been elected Chair of the GMILCS membership committee.

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TRUSTEE MATTERS

Mrs. Gilman asked about the tree on the north side of the Library. Ms. Baker said they were still working on getting a tree service to look at the situation.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The date and time of the next meeting had been set for August 19th at 4:00 PM at the library. There will be no meeting in July.

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to adjourn the meeting at 5:14 PM.