

LIBRARY TRUSTEES' MEETING
November 20, 2017

PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 6:58 PM.

MINUTES

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted to accept the minutes for October 24, 2017.

TREASURER'S REPORT

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

Checking Account (Salem Coop Bank)	\$ 49,826.50
Certificate of Deposit (Salem Coop Bank)	\$ 10,818.82
Subtotal	\$60,645.32
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,050.08
Marois Bequest Account (Salem Coop Bank)	\$ 1,022.85
Subtotal	\$ 9,072.93
Total Trustee Funds	\$69,718.25

There were no bills:

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the Treasurer's report.

The Trustees reviewed the Expenditure Report for October 2017.

OLD BUSINESS

The first order of Old Business was the 2018 Budget:

Ms. Baker reported on the preliminary and final vote of the Budget Committee with the library's proposed budget being moved forward without change. The Trustees then reviewed the Budget Calendar for the dates relating to the Warrant Articles and the Deliberative Session.

The second order of Old Business was Holiday Decorations:

Cindy Jury reported on her visit to Ford Flowers for holiday wreaths. She said that she had talked with staff and described the types of wintery options available. After some discussion, Martin Isaks volunteered to meet with Cindy at Ford Flowers to design and purchase the wreaths personally. The Trustees settled on 2, 1 each for the main and lobby entrances. On a motion by Kate Norton, seconded by Martin Isaks, the Trustees voted unanimously for purchasing holiday wreaths.

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The third order of Old Business was the Children's Bathrooms:

Ms. Baker reported that she had combined the bathroom rehab that was in the 2017 operating budget with the Trustees' suggestion of a purchase of a stool for children to reach the sinks. She proposed that one of the 2 bathrooms in the Children's Room be scaled just for children, and the other be upgraded to fully meet ADA requirements. The Trustees discussed at length, ultimately deciding to support the project. Ms. Baker was directed to proceed with a \$7000 cap. If the price is over that, the Trustees would have to vote on the change. On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously for the remodeling of the 2 Children's Room bathrooms at a cost not to exceed \$7,000.

The fourth order of Old Business was the Facility Projects and Warrant Articles:

The Trustees discussed at great length the number of Warrant Articles to bring forward, what to be asking for in the Warrants, and whether to combine several Facility Projects into one Warrant. Ms. Baker distributed an estimated end of year expenditure outline to help with the discussion. After exploring several options, the Trustees decided to proceed with the Firebox/Smoke Detector replacement from the 2017 Operating Budget, leaving 2 Warrants: 1) Staff COLA and 2) Replacement of Carpeting and Tile.

NEW BUSINESS

The first order of New Business was the report for the Town Report:

Ms. Baker said that one of the Trustees needed to volunteer to write the Trustee's report in the Town Report. Kate Norton volunteered.

The second order of New Business (not on the agenda) was the Conference Room remodel:

Ms. Baker reminded the Trustees of their plan to remodel the Conference Room in honor of Martha Breen. She presented a proposed plan for their review. With their agreement, she would proceed with getting estimates for the work. The Trustees discussed briefly before deciding to move forward with the plan. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to have Ms. Baker continue with the remodel plan by getting estimates.

DIRECTOR'S REPORT

The Trustees reviewed the report.

TRUSTEE MATTERS

There were no further Trustee matters.

PUBLIC MATTERS

Kate Norton asked about the proposal of a structure to be added to the entry as a way to make the front entrance area safer during the winter months. The Trustees were unanimous in not liking the current plan. Kate Norton suggested looking at improving the gutter system to reduce the ice buildup on the pavement at the leading edge of the roof overhang. The Trustees made further suggestions about heating options for the gutter or the roof overhang. Ms. Baker will investigate.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting for December 11th 6:00 PM at the library.

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On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to adjourn the meeting at 8:05 PM.