

LIBRARY TRUSTEES' MEETING

October 24, 2012

PRESENT

Martha Breen, Annette Cooke, Michele Garneau and Alison Baker were present. Martha Breen called the meeting to order at 5:34 PM.

MINUTES

On a motion by Annette Cooke, seconded by Martha Breen, the Trustees voted unanimously to accept the minutes of September 19, 2012.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$40,849.22 in the Salem Co-op checking account and \$10,499.26 in the Certificate of Deposit, \$7,456.87 in the Brock Trust Account and 4,953.90 in the Marois Fund account, for a total of \$63,759.25.

There were two bills to consider:

SEE Science Center, museum pass	\$ 200.00
Advanced Building Systems, Inc.	\$1,400.00

Total	\$1,600.00
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On a motion by Annette Cooke, seconded by Martha Breen, the Trustees voted unanimously to accept the Treasurer's report and pay the \$200.00 for the SEE Science Center pass and \$1,400.00 for the Advanced Building Systems, Inc. invoice for a total of \$1,600.00.

The Trustees reviewed the September expenditure report. The library remains on target with the budget.

OLD BUSINESS

The first order of Old Business was the new Teen Room. Several representatives of the Salem Lions Club were in attendance to formally present a "Big Check" to the Trustees. The presentation represented the \$7,971.00 donation from the club intended for the creation of the Teen Room.

The Chair, Martha Breen, requested a motion to accept the donation. On the motion by Annette Cooke, seconded by Martha Breen, the Trustees unanimously voted to accept the Salem Lions Club donation given to the Kelley Library for the purpose of creating a Teen Room.

Ms. Baker reported that a small asbestos abatement project had been completed as the first step in the process. On Nov. 12th, while the library is closed in observance of Veterans Day, an opening will be made between the Lancaster Room and the Children's Room. This project will be completed on Nov. 13th.

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The second item of Old Business was the Warrant Article process under SB2. Ms. Baker reported that Jane Savastano, finance director for the Town of Salem, had said that the process was the same as previously, but that the Warrant will be on the general ballot. Mrs. Breen asked if there would be any residue in the 2012 budget to consider for an addition to the Separation Fund. Ms. Baker said that with the 10% budget reduction, funds will be tight, but it was too early for exact projections.

NEW BUSINESS

There was a last minute addition to the agenda. Ms. Baker reported that Jennifer Byrne had submitted her resignation, effective October 26th. Ms. Baker asked the Trustees to consider reclassifying this position from a 30 hour, full-time position to two 20 hour part-time positions. Ms. Baker made the recommendation as a method to add staff hours and create more flexibility. Additionally, recent unanticipated increases in health insurance and other benefit costs, totaling \$13,202, for the 2013 budget would be challenging to meet otherwise. The Trustees had an extended discussion on the matter, ultimately deciding to make the reclassification. On a motion by Annette Cooke, seconded by Martha Breen, the Trustees voted unanimously to reclassify this circulation desk position from 1 full time to 2 part-time positions.

The second item of New Business was the Holiday Tea. The Trustees had a lengthy discussion about this event, particularly in the light of conflicting availability of the performers and the early Saturday closure. The Trustees decided to move the Tea to National Library Week in April, based largely on the fact that the Library now closes at 2 PM on Saturdays. Ms. Baker was directed to offer tea and cider on Dec. 8th and Dec. 15th in the library, with an announcement of the change. There will be a performance of a local musician on each day.

The third item of New Business was the BISAC project. Ms. Baker had several examples of the new labeling and classification system that the library is moving to. Labels in plain language will be replacing the traditional Dewey number. This is more intuitive for users. The Trustees were pleased with the process and the plan.

The fourth item of New Business was the Children's Room Internet Policy. Because internet access is now available in the Children's Room, Michele Garneau had led a team in updating and developing a policy for use. The Trustees received copies of the proposed policy for review. Ms. Baker was directed to add the policy to the November agenda for final vote.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights.

TRUSTEE MATTERS

The Trustees sent congratulations and best wishes to Trustee, Kathleen Norton who recently gave birth.

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PUBLIC MATTERS:

There were no public matters.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for November 28th at the library at 5:30 PM.

On a motion by Annette Cooke, seconded by Martha Breen, the Trustees voted unanimously to adjourn the meeting at 6:47 PM.