

# LIBRARY TRUSTEES' MEETING

September 9 2024

5:30 PM

## PRESENT

David Hickernell, Kate Norton, Chris George, Laura Stevens and Natalie Ducharme. Kate Norton called the meeting to order at 5:37 PM.

## MINUTES

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the revised minutes for August 19, 2024.

## TREASURER'S REPORT

The July Treasurer's report was reviewed. The August Treasurer's Report was postponed until the next meeting. The annual Brock Trust disbursement was withdrawn and given to Town.

### **July 2024**

*Balances in Board of Trustees' accounts are as follows:*

Checking Account (Salem Co-op Bank)	\$63,459.92
Certificate of Deposit (Salem Coop Bank)	\$11,543.73
Subtotal	\$75,003.65
Brock Trust Fund Interest Acct (Salem Coop)	\$10,363.19
Subtotal	\$ 10,363.19
<b>Total Board of Trustees' Funds</b>	<b>\$85,366.84</b>

There are 2 bills that were paid at the August 19, 2024 meeting. The first is the Lakeshore Learning invoice for \$425.44. The second is the Demco invoice for \$697.50,

## OLD BUSINESS

*The first Order of Old Business was the 2025 Budget.*

The trustees reviewed and discussed the budget. This discussion will continue at the 9/16/24 meeting. The trustees decided to move forward with a warrant article asking for the \$8,000.00 reimbursement back from Town. This reimbursement was from Unutil for the installation of the new energy efficient boilers.

*The second order of Old Business was the Employee Manual.*

This was tabled until the November meeting.

Section 7 – Hours

Section 15 – Workplace behavior and Standards of Conduct

Section 17 – Health and Safety Policy

## NEW BUSINESS

*The first order of New Business was job descriptions.*

- Head of Technical Services
- Senior Custodian
- Supply Chain Manager

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The trustees reviewed and revised these job descriptions.

On a motion by David Hickernell, seconded by Chris George the revised job description of Head of Technical Services was unanimously approved.

On a motion by David Hickernell, seconded by Chris George the revised job description of Senior Custodian was unanimously approved.

On a motion by David Hickernell, seconded by Chris George the revised job description of Supply Chain Manager was unanimously approved.

## **DIRECTOR'S REPORT**

The Director's Report was postponed until the November meeting.

## **TRUSTEE MATTERS**

There were no trustee matters.

## **PUBLIC MATTERS**

There were no public matters.

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

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

-Monday Sept 16, 2024 at 5:30 pm in the Beshara Room

## **ADJOURNMENT**

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 7:19 PM.