

LIBRARY TRUSTEES' MEETING

April 25, 2012

PRESENT

Martha Breen, Kate Norton, Michele Garneau, and Alison Baker. Martha Breen called the meeting to order at 5:04 PM.

MINUTES

Ms. Norton noted a typo for the end time of the prior meeting. It should have read 8:35 rather than 8:354. On a motion by Kate Norton, seconded by Martha Breen, the Trustees voted unanimously to accept the minutes as corrected for the public meeting on March 21, 2012.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$36,331.62 in the Salem Co-op checking account, \$4,949.63 in the Marois Account, \$10,449.26 in the Certificate of Deposit, and \$6,045.85 in the Brock Trust Fund Interest account for a total of \$57,776.36.

There was one bill to consider:

New England Aquarium Pass	\$650.00
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On a motion by Kate Norton, seconded by Martha Breen, the Trustees voted unanimously to accept the Treasurer's Report and pay \$650.00 for the New England Aquarium Pass.

The Trustees reviewed the expenditure report for March 2012. With the passage of the 2012 budget, the expenditure report now included the figures. The library was on target with just under 25% expended with 25% of the year completed.

Ms. Baker distributed a proposed form for tracking the Trustees funds. The Trustees reviewed the form and decided it would be a useful addition to the Treasurer's report. Ms. Baker was asked to have it reflect the most recent bank statements.

Ms. Baker reported the gifts received by the library in the first quarter of the year:

Audrey McQuirk, Badger Books (for use in the children's room	\$101.46
Lynn Wong (for furnishings in the children's room in Memory of her father)	\$821.07

On a motion by Kate Norton, seconded by Martha Breen, the Trustees voted unanimously to accept the gift of \$101.46 from Audrey McQuirk and the gift of \$821.07 from Lynn Wong in memory of her father, Wilhelm Muller.

OLD BUSINESS

The first item of Old Business was the HVAC bid. Ms. Baker presented an overview of the 3 bids received for the project. The trustees reviewed the options and determined that the lowest bidder at \$12,450, Correct Temp, was the appropriate choice. All bids were well below estimates, including a bid from one of the companies that did one of the estimates. After some discussion, the Trustees asked Ms. Baker to check into the cost of

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adding the replacement of the 3rd unit to the project. On a motion by Martha Breen, seconded by Kate Norton, the Trustees unanimously voted to award the project to the lowest bidder, Correct Temp at a cost of \$12,450 and to discuss with them the possibility of doing the 3rd unit and to see if it could be done at the same time within the budget approved by the Salem voters. There was a discussion concerning the disruption to library business due to the project, with a concern for staff and public safety. Ms. Baker will meet with Correct Temp and Facility Manager, Chris Colella, to formulate a plan. The Trustees were agreeable to blocking off sections of the library, delayed openings and similar actions.

The second item of Old Business was the Display Policy. Ms. Norton recommended the addition of the Beshara Room to the list of display locations. After some discussion concerning displays at the library, the Trustees came to a decision. On a motion by Kate Norton, seconded by Martha Breen, the Trustees voted unanimously to accept the proposed Display Policy with the addition of the Beshara Room. Ms. Garneau and Ms. Baker will revisit the Bulletin Board Policy.

Ms. Baker brought up a tabled discussion of refunds to patrons when lost books are found. She noted that this had been tabled just prior to her hiring, and in the light of recent questions concerning refunds coming up with the staff, asked if the Trustees were agreeable to continuing with the development of a policy addressing this issue. The Trustees agreed. Ms. Baker will present a proposed policy in the near future.

NEW BUSINESS

There was no new business.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights. She reported that she and Ms. Garneau had met with success in involving the Town Departments and local non-profits in the Summer Reading Event. She noted a drop in circulation, to be expected with the budget cuts affecting hours and material purchases.

PUBLIC MATTERS:

There were no public matters

TRUSTEE MATTERS

The Trustees discussed the upcoming New Hampshire Library Trustee Conference in May. Ms. Garneau and Ms. Baker will attend and report to the Trustees.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for May 23rd at the library at 7:00 PM.

On a motion by Ms. Norton, seconded by Mrs. Breen, the Trustees voted unanimously to adjourn the meeting at 5:52 PM.