

## LIBRARY TRUSTEES' MEETING

June 16, 2009

### PRESENT

Martha Breen, Sally Gilman, Joan Fardella, Alison Baker, Andrew Richmond  
Martha Breen called the meeting to order at 3:58 PM.

### MINUTES

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously accepted the minutes of the May 19, 2009 meeting as written.

### TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$27,285.80 in the checking account, \$4,922.93 in the Marois Account, \$10,000.00 in the Certificate of Deposit, and \$1,563.70 in the Brock Trust Fund Interest account for a total of \$43,772.43.

Ms. Baker presented one bill for consideration: a check to be sent to the Manchester City Library in payment for a lost book for a cost of \$16.99. A patron had paid cash for the book, but a check was needed to forward the payment to Manchester. Ms. Baker put forward a purchase for consideration: an apple tree at a cost of \$39.99 to replace one planted by a local community group in honor of Eleanor Strang. The tree planted last fall has died. Based on concern as to why the tree actually died, the trustees directed Ms. Baker to explore the issue further.

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to pay Manchester City Library for the book and to consult with local gardening centers about the tree.

Ms. Baker distributed a copy of the Expenditure Report for May noting that 38% of the budget had been expended and we were 41% into the year. Various line items were discussed in detail with the general agreement that the budget was on target. Ms. Baker reported that two staff persons, Paula Weaver and James Thomas, would be out for extended health leaves due to surgeries. Ms. Baker was directed to send flowers from the Trustees.

### OLD BUSINESS

The only order of Old Business was the update on the search for the new Assistant Reference Librarian. Ms. Baker reported that Elizabeth Oedel had been selected from the many applicants to fill the Assistant Reference Librarian position that will be open as of June 26. Ms. Oedel accepted the offer of the position and will be starting at the library on July 8.

### NEW BUSINESS

The only order of New Business was a discussion of goals for the library. The Trustees discussed at length how the goals should be determined. It was decided that the mission of the library should be reviewed and basic principles of service should be developed, from which goals would flow. The Trustees, recognizing that the library staff would be key in the process, directed Ms. Baker to gather feedback from the staff about the library in time for the next Trustee meeting. The Trustees would review materials, consider feedback they have gotten from the community, and revisit the topic at the next meeting.

## LIBRARY TRUSTEES' MEETING

June 16, 2009

Performance reviews used at the Town of Salem were distributed for consideration to be used at Kelley Library. The Trustees asked that performance reviews be instituted for all staff as a tool for staff development. As proof show their determination to support continuing education and professional development, the Trustees will set aside a certain sum from Trustee accounts to pay for workshops and classes.

### DIRECTOR'S REPORT

Ms. Baker gave a brief report on the several successful programs closing out the spring adult programming season. She noted that preparations for the Summer Reading program are well underway in preparation for the June 25 kick-off. Mr. Richmond reported that the electrical work had been completed by National Grid.

The total circulation for May was 22,361, with 14,517 adult materials and 7057 juvenile circulating.

### TRUSTEE MATTERS

Mrs. Breen asked if any party was being planned for the retirement of Deborah Berlin. Ms. Baker reported that the staff had hosted a party on Saturday, keeping to Ms. Berlin's request for a celebration involving present and past staff and family only.

### DATE AND TIME OF NEXT MEETING

The next meeting was set for August 11, 2009 at 4:00 PM at the library.

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to adjourn the meeting at 5:50 PM.