

**LIBRARY TRUSTEES' MEETING**  
**September 24, 2014**

**PRESENT**

Martha Breen, Kathleen Norton, Cindy Jury, and Alison Baker were present. Martha Breen called the meeting to order at 7:00 PM.

**MINUTES**

On a motion by Cindy Jury, seconded by Kathleen Norton, the Trustees voted unanimously to accept the minutes for the August 19, 2014 public meeting as printed.

**TREASURER'S REPORT**

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$50,893.64 in the Salem Co-op checking account and \$10,676.52 in the Certificate of Deposit, \$8,766.84 in the Brock Trust Account and \$4,113.55 in the Marois Fund account, for a total of \$74,450.55.

There were a number of bills for consideration. Ms. Baker broke them out into to batches: one being the regular bills, the other being the bills relating to the Trustees' projector project.

Regular Bills:

|                                    |                    |
|------------------------------------|--------------------|
| Bedford Public Library (Reim)      | \$ 16.99           |
| Museum of Fine Arts, Boston (Pass) | \$475.00           |
| Museum of Science (Pass)           | \$700.00           |
| Boston Children's Museum (Pass)    | \$700.00           |
| Wright Museum (Pass)               | \$125.00           |
| <b>Total Bills</b>                 | <b>\$ 2,016.99</b> |

Bills for Projector Project

|                                    |                    |
|------------------------------------|--------------------|
| Tailor-Made Audio & Video, Inc     | \$13,250.14        |
| Cornerstone Electric Services, Inc | \$ 798.50          |
|                                    | <b>\$14,048.64</b> |

Ms. Baker asked the Trustees to consider approval of payment for the Cornerstone bill as it represented electrical work necessary for the projector project. Additionally, she asked them to consider approving the Tailor-Made bill ahead of completion (scheduled for September 29-30) so that the payment could be made on the day of completion. The Trustees agreed to payment to Cornerstone as the work was needed as a result of the project. They agreed to payment to Tailor-Made with the understanding that the library would have proof of functioning before payment.

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On a motion by Kathleen Norton, seconded by Cindy Jury, the Trustees voted unanimously to accept the Treasurer's report and pay the regular bills for a total of \$2,016.99 and the projector project bills for a total of \$14,048.64.

The Trustees reviewed the treasurer's spreadsheet for August 2014 report. The Trustees then reviewed the expenditure reports for August 2014. Ms. Baker reported having made a conservative projection of the end of year budget bottomline. This projection showed a surplus of over \$30,000 that should cover the potential costs of a COLA Warrant Article.

Ms. Baker distributed copies of the Trustee Times discussing House Bill 297 covering Trust investments handled by paid firms. The Trustees do not manage the library's trusts.

### **OLD BUSINESS**

The first order of Old Business was the 2015 Budget, Budget Committee memo. Ms. Baker distributed a copy of the proposed memo. After review, the Trustees asked that the memo be sent over immediately.

The Trustees reviewed the Budget calendar. Mrs. Breen will be out of town for the meeting with the Budget Committee. Ms. Norton will be unavailable due to maternity leave. Ms. Jury will take over the presentation.

The second order of Old Business was the Trustee projector project. The topic had been covered during the Treasurer's report.

### **NEW BUSINESS**

The only order of New Business was Security Cameras. Ms. Baker asked the Trustees to consider security cameras as their next project. Due to the various thefts at the library, incidents where the police had hoped there were security cameras to provide information, and other concerns, Ms. Baker is making the recommendation for cameras. She reported that many libraries of our size and larger in the state have them currently. Wadleigh in Milford installed them several years ago and reports that it has been a wonderful investment. After some discussion, the Trustees asked Ms. Baker to start gathering information and potential costs.

### **DIRECTOR'S REPORT**

Ms. Baker distributed her report and discussed the highlights.

### **TRUSTEE MATTERS**

Ms. Jury talked about the Ready Set Go programs being planned at the library by Salem Family Resources

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### **PUBLIC MATTERS**

There were no public matters.

### **NON-PUBLIC MEETING:**

At 7:20 Cindy Jury made the motion that the Trustees move into non-public session pursuant to RSA 91A:3 IIa, to consider the dismissal or promotion or compensation or investigation of a complaint, as to a town employee. Kathleen Norton seconded. Martha Breen asked for a roll call vote: Kathleen Norton voted in the affirmative, Cindy Jury voted in the affirmative, and Martha Breen voted in the affirmative. The motion passed.

The Trustees came out of non-public session at 8:12 PM.

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

The date and time for the next meeting was set for November 4<sup>th</sup> at 5:30 PM at the library.

On a motion by Kathleen Norton, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 8:14 PM.