

## LIBRARY TRUSTEES' MEETING

October 29, 2009

### PRESENT

Martha Breen, Sally Gilman, Joan Fardella, Alison Baker, Andrew Richmond

Martha Breen called the meeting to order at 4:02 PM.

### MINUTES

On a motion by Mrs. Fardella, seconded by Mrs. Gilman, the Trustees voted unanimously accepted the minutes of the October 1, 2009 meeting as written.

### TREASURER'S REPORT

Ms. Baker distributed copies of the treasurer's report. The balances of the Trustees' accounts were as follows: \$30,247.31 in the checking account, \$4,927.78 in the Marois Account, \$10,000.00 in the Certificate of Deposit, and \$3,093.24 in the Brock Trust Fund Interest account for a total of \$48,268.33.

Ms. Baker presented the Trustees with copies of the expense reports for September, 2009. Mrs. Breen remarked that the budget is where it should be, with 75% of the year completed, and about 75% of the budget expended.

### OLD BUSINESS

The first order of Old Business was the discussion of the 2010 Budget. The trustees reviewed the Budget Committee schedule for the following week and made plans for attending to be ready for further questions on the library budget.

Ms. Baker gave a brief overview of the recent meeting of department heads at Town Hall, discussing how the increase in the budget for 2010 will be handled. Ms. Baker asked how the board would like to deal with the replacement of the Assistant Director in light of the hiring freeze ordered by the Selectmen and the Town Budget questions. The board discussed the strong need for the Assistant Director's position in balance with the desire to show support for the Selectmen's decision in these tough times. Mrs. Breen reminded the rest of the board that the library has always been very conservative in adding new full-time positions and has not done so in many years.

The second order of Old Business was the roof specs. Mrs. Breen had asked Ms. Baker to contact the town manager concerning the warrants planned by the trustees for 2010. Ms. Baker reported that the COLA was again unlikely in 2010. Mr. Sistare had also said that putting funds aside from the unexpended 2009 budget to build up sufficient funds for the roof project is possible. He also said that it might be possible to use the funds put aside in the fund created to purchase additional land for the library. The board discussed the roof project in detail, balancing the need for the project with the current economic situation. The board decided to move forward with the bidding process to get an idea of the actual cost to give them a better sense of what solution to pursue.

The third order of Old Business was the Meeting Room policy. Ms. Baker distributed a proposed revised Meeting Room policy, as well as two new policies: Programs and Events Policy and Solicitations and Sales policy. The trustees reviewed the proposals in

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detail. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the trustees voted unanimously to accept the revision of the Meeting Room policy.

The trustees also decided to adopt the two new policies at the meeting. On a motion by Mrs. Fardella, seconded by Mrs. Gilman, the trustees voted unanimously to accept the new Programs and Events policy. On a motion by Mrs. Gilman seconded by Mrs. Fardella, the trustees voted unanimously to accept the new Solicitations and Sales policy.

The trustees then reviewed the new application for room use form. Organizations interested in reserving space for meetings at the library would have to fill out the form for review by the Library Director. In conjunction with the revised and new policies, the trustees believe that the process and decisions will be clear. It was the recommendation of the trustees that the revisions, new policies, meeting room guidelines and application form be sent out in December to the organizations who currently regularly use the meeting rooms. This would allow these organizations a chance to review the policies, and understand the new process. Ms. Baker will start using the reservation forms right away.

The final order of Old Business was the Holiday Tea. Ms. Baker reported that the Windham Flute Ensemble had been booked for the event on December 12 from 1-3 PM. As per the trustees' request, she had asked the ensemble to consider familiar and upbeat tunes this year.

### NEW BUSINESS

The first order of new business was a discussion of the investment CD coming for renewal. After reviewing the rates at the Salem Cooperative Bank and discussing other options, the board came to a decision to keep the investment at the Salem Coop. On a motion by Mrs. Fardella, seconded by Mrs. Gilman, the board voted unanimously to renew the CD at the Salem Cooperative Bank at the 9 month special rate.

The second order of new business was the H1N1 policy issued by the Town. Ms. Baker made sure that the board members each had a copy for future reference. All members of the staff had signed off on having read and understood the policy.

The third order of new business was the job description for the Assistant Director's position. Ms. Baker distributed a proposed update for the trustees to review for the next meeting. The vacant Assistant Director's position was again discussed, and the trustees decided to wait for the upcoming budget decisions at Town before continuing to move forward in the search for a replacement.

### DIRECTOR'S REPORT

Ms. Baker reported briefly on the recent library events. Although there were still a few days left to the month, she projected a 13% increase in circulation over last year. She reported that the staff has jumped into the goals process with enthusiasm and thoughtfulness.

Mr. Richmond took a moment to express his thanks to the board for their support and for the opportunity of working at Kelley.

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TRUSTEE MATTERS

There were no Trustee matters.

DATE AND TIME OF NEXT MEETING

The next meeting was set for December 3, 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 5:18 PM.