

LIBRARY TRUSTEES' MEETING

April 22, 2010

PRESENT

Martha Breen, Sally Gilman, Joan Fardella, Alison Baker, and Michele Garneau. Martha Breen called the meeting to order at 4:08 PM.

MINUTES

On a motion by Sally Gilman, seconded by Joan Fardella, the Trustees voted unanimously to accept the minutes from the March 18, 2010 meeting.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$32,535.97 in the checking account, \$4,929.51 in the Marois Account, \$10,160.91 in the Certificate of Deposit, and \$3,097.62 in the Brock Trust Fund Interest account for a total of \$50,724.01.

There were no bills to consider.

The expense report for March was distributed and reviewed.

OLD BUSINESS

The first item of Old Business was Building repairs and maintenance. Ms. Baker reported that no further bids had come in for the repair of the dry rot on the building exterior. After some discussion, the Trustees asked Ms. Baker to try again for additional bids before selecting a contractor for the job. Ms. Baker asked the Trustees to consider several upcoming building projects with a view of the Trustees funding the projects. Ms. Baker first talked about the need for replacement shades or blinds for the windows in the Reference Department. The current ones were falling down, difficult to use, and did not block much heat in the summer, overtaxing the air conditioning. The second project was the relighting of the Childrens Room. Several years ago, an analysis of the light level was done, and the room was found to be well below standards. In addition, several aisles of shelving had such poor lighting that it was difficult to see the titles on the books. After some discussion, the Trustees asked Ms. Baker to get some bids for the lighting. The Trustees agreed to move forward with the blind project. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to accept the quote of \$1578.00 submitted by Distinctive Window Coverings for energy efficient shades.

The second item of Old Business was the damaged tree. Ms. Baker reported that she had contacted the Town, and DPW workers will be by to assess the damage. Ms. Baker mentioned that there is a tree on the wooded lot neighboring the library on Main St. that is threatening the library building should it fall completely. The property is privately owned. She has asked the DPW to also look at that issue.

The third item of business was the consideration of the library's mission. Ms. Baker distributed copies of a working draft for a new mission. The Trustees will review and provide feedback and suggestions at the next meeting.

LIBRARY TRUSTEES' MEETING

April 22, 2010

NEW BUSINESS

The first item of New Business was a discussion of banking changes. Ms. Baker reported that Sovereign Bank was not recognizing the Library's non-profit status and was withholding tax on the Marois Account. Ms. Baker distributed materials discussing the recommendations from Terry Knowles of the State Attorney General's office in a similar case in the state. After some discussion, the Trustees decided to consider moving to another bank. The Trustees reviewed the products offered by other local banks, and considered the Trustees' other investments. On a motion by Mrs. Fardella, seconded by Mrs. Gilman, the Trustees unanimously decided to move the checking and Marois accounts to the Salem Cooperative Bank to better serve the Trustees' needs as a local bank. Mrs. Fardella will handle the process.

The second item of New Business was the State Report. Ms. Baker distributed copies of the 2009 State Report. The Trustees looked over the information briefly. Ms. Breen asked if it would be possible to make a comparison grid of the basic information about the libraries in the state of a similar size to Kelley. Ms. Baker did not know of one, but will look into finding one. The Trustees signed the signature sheet for filing with the report.

The third item of New Business was the SEA Union Agreement. Ms. Baker reported that the union had reached a one year agreement, for the second year in a row. The agreement makes no provision for a COLA. The agreement did increase the payment to any employee that does not sign up for the health plan through the town. The payment increased from \$1800 per year to \$2800. The Trustees signed off on the needed change to payroll to meet this change.

The fourth item of New Business was the walking program organized by town employees. Ms. Baker gave the Trustees a brief overview of the program and the active participation by Library staff. She also explained her decision concerning the incentive the Town Manager had offered to Town employees. She brought the matter up not for a Trustee decision, but rather to make them aware of the situation.

DIRECTOR'S REPORT

Ms. Baker presented her report covering the various meetings, both internal (staff, departmental) and external (GMILCS, Urbans) that had gone on during the prior month. Programming was picking up, with many new ones planned and recent ones well received. The Library will be offering a children's program each day during the upcoming school vacation week.

March's circulation was 24836, with 2233 computer bookings, and 83 meeting room bookings.

TRUSTEE MATTERS

Mrs. Gilman again encouraged Ms. Baker and Ms. Garneau to be more aggressive with reaching out to the local press.

LIBRARY TRUSTEES' MEETING

April 22, 2010

PUBLIC MATTERS

James Thomas, proctor and night custodian at the library, asked to talk to the Trustees on the matter of the walking program.

Jim Thomas presented the Town of Salem walking program that began April 5. He pointed out an incentive that the Town Manager is giving to town employees, requesting the Trustees allow the library employees to take advantage of this same incentive. The trustees thanked Mr Thomas for informing them of this healthy program, but the decision fell to Ms Baker, as the director of the library. Being pressed further on the topic, the Trustees responded that they did not agree with the incentive given by the Town Manager and would fully support the decision made by Ms. Baker.

DATE AND TIME OF NEXT MEETING

The date and time of the next meeting was set for May 27th 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 6:02 PM.