

LIBRARY TRUSTEES' MEETING

September 27, 2011

PRESENT

Martha Breen, Joan Fardella, Kathleen Norton, Alison Baker and Michele Garneau were in attendance. Mrs. Breen called the meeting to order at 7:03 PM.

MINUTES

Mrs. Breen asked for a correction of the time for the next meeting on the August 30 minutes. On a motion by Joan Fardella, seconded by Kate Norton, the Trustees voted unanimously to accept the minutes as corrected for the August 30, 2011 meeting. On a motion by Kate Norton, seconded by Joan Fardella, the Trustees voted unanimously to accept the minutes for the August 10<sup>th</sup> meeting. On a motion by Joan Fardella, seconded by Kate Norton, the Trustees voted unanimously to accept the minutes for the August 17, 2011 non-public meeting.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$38,540.13 Salem Co-op checking account, \$4,943.86 in the Marois Account, \$10,409.53 in the Certificate of Deposit, and \$6,036.87 in the Brock Trust Fund Interest account for a total of \$59,930.29.

There were two bills to consider:

Museum of Science (Membership/pass)	\$600.00
Ingram (memorial books)	\$ 20.07

On a motion by Joan Fardella, seconded by Kate Norton, the board unanimously voted to accept the treasurer's report as presented and to pay the bills offered for consideration for a total of \$620.07.

The Trustees reviewed the gift report, showing that the Trustees had received \$2,991.15 in small gifts and donations in 2011.

Ms. Baker distributed the expenditure report for August 2011. The Trustees reviewed the report. The expenditures were on track for the year.

OLD BUSINESS: The first order of Old Business was the 2012 Library Budget. The Trustees determined that they would be presenting to the Budget Committee on October 19.

Ms. Baker distributed copies of the HVAC proposals. The Trustees decided to take up the matter of the HVAC proposals at the next meeting.

Ms. Baker brought up old business relating to using the Marois Account. She reported having contacted Eleanor Strang about the process. This contact led to Gross Budgeting, which using the Marois Account would be part of. Terry Knowles of the State Attorney's office has supplied an informative presentation on Gross Budgeting. Ms. Baker

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recommended it being part of a future Trustee meeting. The Trustees were in agreement. There was no other Old Business.

NEW BUSINESS: The first order of New Business was Warrant Articles for 2012. Jane Savastano, financial director for the Town of Salem has asked if the Trustees were planning one. Mrs. Breen recommended adding to the Separation Fund. Ms. Baker said based on projected costs, it would be prudent to add to the current \$25,000 that is in it.

The second order of New Business was planning the changes resulting from the budget cuts. Ms. Baker presented a spreadsheet comparing the patron counts for evenings and weekends. After reviewing, the Trustees decided to wait until the following meeting to make a decision, allowing for more evaluation and consideration.

The third order of New Business was the Interlibrary Loan Vans. The Trustees decided to move this to the end.

The fourth order of New Business was the Computer Use Policy. Ms. Baker reported that a non-resident had talked at length about the practice of offering only access to the stand up computers to non-residents, limiting use to 20 minutes. She had explained at length that all services are offered to anyone that comes to the library, with the exception of circulating materials and access to the sit down computers. If the individual was not able to stand, the sit downs were offered. The non-resident asked for the Trustees to revisit this practice. The Trustees decided that they did not want to change the practice at this time, and invited any interested individual to talk to the Trustees directly at a Trustee meeting. Ms. Baker reported that the children's room would be getting an internet computer and recommended adding blocking software. The software is very inexpensive, but would be important in making browsing online safer for children. On a motion by Joan Fardella, seconded by Kate Norton, the Trustees voted unanimously to agree to the purchase and installation of blocking software on the children's internet computer.

The fifth order of New Business was the Collection Development Policy. Ms. Baker distributed the revised policy for the Trustees to review. The Trustees will revisit the matter at the next meeting.

The sixth order of New Business was the Cash Registers. Based on questions raised during the budget process, Ms. Baker had researched the cost of new cash registers. She distributed several models and costs. She recommended the purchase of new registers in 2012, with the cost lower than the maintenance contract on the existing, old registers. The Trustees agreed this would be something to consider in 2012.

The seventh order of New Business was the Children's Room reorganization. Ms. Baker asked the Trustees to consider the purchase of a colorful rug with donations earmarked for the children's room. The Trustees agreed. Ms. Baker also asked if the Trustees would consider paying for upgrades in the Children's Room similar to those done on the Main Floor. Ms. Baker will provide a proposal at the next meeting.

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The eighth order of New Business was the Holiday Tea. The Trustees set the date for December 10<sup>th</sup> and instructed Ms. Baker to contact the Flute Ensemble for that date. Ms. Baker asked if the Trustees would consider having the Flute Ensemble play for half the program, and have local performers for the other half. Possible performers include Samantha McCann, a harpist and the winner of the Salem's Got Talent, Michele Garneau's singing group and Jess Vera, a singer from Salem's Got Talent. The Trustees also considered engaging the Pontine Theater, but settled on the musical program instead. Ms. Baker was asked to get in touch with all performers.

The Trustees returned to the Interlibrary Loan Van issue. The Trustees had been sent information and a request for help in protecting the funding of this invaluable service. Ms. Baker gave a brief overview of the service and the current problems. After some discussion, the trustees decided to draft a letter to Senator Charles Morse. Ms. Baker was asked to put together some details.

### DIRECTOR'S REPORT

Ms. Baker distributed the report and the Trustees reviewed the details. Circulation was very strong in August, with a 6% increase in the Adult circulation and a remarkable 28.7% increase in the children's room.

Mrs. Breen talked about the good job the roofers did on the roof. The Trustees agreed that it looked good and was an improvement for the library. Ms. Baker also recommended that the Trustees look at the freshly painted bathrooms and lobby.

Ms. Baker brought up a question about a girl scout wanting to use the display cases for a badge requiring her to create a display highlighting the political point of view of a candidate. The Trustees decided this was not appropriate use of the display cases as it espoused only one side of an issue where libraries focus on providing information on a variety of sides.

### TRUSTEE MATTERS

Kate Norton asked when Ms. Baker's performance review was scheduled. After discussion, the Trustees decided to conduct it in December, requesting forms and a self evaluation from Ms. Baker as soon as possible.

### PUBLIC MATTERS

There were no public matters.

### DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set as Tuesday, October 25th at the library at 7:00 PM.

On a motion by Mrs. Fardella, seconded by Ms. Norton, the Trustees voted unanimously to adjourn the meeting at 8:30 PM.