

LIBRARY TRUSTEES' MEETING

October 25, 2016

PRESENT

Kathleen Norton, Cindy Jury, Martin Isaks, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 5:35 PM.

MINUTES

On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted to accept the minutes for September 20, 2016.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$39,410.82 in the Salem Co-op checking account and \$10,772.06 in the Certificate of Deposit, \$8,380.48 in the Brock Trust Account and \$3,270.64 in the Marois Fund account, for a total of \$61,834.00.

There were 2 bills for consideration:

Boston Children's Museum (Pass)	\$700.00
SEE Science Center (Pass)	\$200.00

Total Bills **\$900.00**

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to accept the Treasurer's Report as printed and pay the bills as presented for a total of \$900.00.

The Trustees reviewed the spreadsheet tracking the Trustees funds for September, as well as the Expenditure Report for the Operating Budget for August and September. Ms. Baker reported she had done some preliminary projections, and the budget looks in good shape for the rest of the budget year.

Ms. Baker reported that the annual payment from the Brock Trust is coming up. The Trustees signed the form required to release the funds. This year's payment will be \$1,881.79

OLD BUSINESS

The first order of Old Business was the proposed 2017 Operating Budget. The Trustees reviewed the Budget Calendar for the Budget Committee. The presentation to the committee would be the following day. Ms. Baker passed out copies of enquiries received from the Budget Committee with answers attached.

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The second order of Old Business was the continuation of the health benefits matter. Ms. Baker presented the current options, as well as the large increase to that line due to recent changes by staff in plan choices. The Trustees discussed at length. The matter will continue to be discussed once more details about the SEA plans in the new contract become available.

The third order of Old Business was the annual report form. Based on earlier approval by the Trustees, Ms. Baker presented a proposed annual financial report that would focus on the Trustee funds. Currently the report combines the Trustee funds with the Operating Budget. For greater clarity and transparency, Ms. Baker is recommending the change. The Operating Budget is reported elsewhere in the Town Report. The Trustees reviewed at length. Chair Kate Norton recommended a line at the bottom providing the location for the Operating report. The Trustees recommended using the new form.

The fourth order of Old Business was Facility Planning. Ms. Baker reported that not much had been received relating to projects, though enquiries are out. The Trustees recommended contacting the Town Engineer and a structural Engineer regarding the removal of the stairway in the stacks. Ms. Baker will have more information at following meetings.

NEW BUSINESS

The first order of New Business was the Warrant Articles. The Trustees discussed at length what Warrant Articles to consider this year. Ms. Baker was directed to notify the Financial Director that the Trustees will be considering a COLA warrant and one covering the cost of painting the exterior of the library.

The second order of New Business was changes to circulation period. Ms. Baker reported that they were planning to move to a 4 week circulation/one renewal period for all children's materials. This is in response to more parents discouraging children from taking out books because the child wouldn't finish in 2 weeks. Ms. Baker warned that there may be a hit to the children's room circulation statistics, but that the majority of users will still come on the same pattern as they have now. Still, the change is seen as so positive that the improved service would outweigh the circulation loss. This will also affect the dues formula for GMILCS, and Ms. Baker will be working to ensure that the change will not negatively impact the other member library's dues. After a lengthy discussion, the Trustees agreed to the change.

DIRECTOR'S REPORT

The Trustees reviewed the report for September 2016. Ms. Ducharme, Asst. Director, spoke at length about the events for the Community Stories celebration.

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TRUSTEE MATTERS

Trustee Martin Isaks brought forward another matter of new business: READ dogs. Martin asked if it would be possible to find another READ dog to replace the last one that retired. Martin knew there was one at St. Joe's and other locations in the region. Asst. Director Natalie Ducharme will investigate.

PUBLIC MATTERS

There were no Public matters.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting for December 6, 2016 at 5:30 PM at the library.

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to adjourn the meeting at 6:57 PM.