LIBRARY TRUSTEES' MEETING June 10, 2014

PRESENT

Martha Breen, Kathleen Norton, Cindy Jury, Natalie Ducharme, and Alison Baker were present. Martha Breen called the meeting to order at 5:33 PM.

MINUTES

On a motion by Cindy Jury, seconded by Kathleen Norton, the Trustees voted to accept the minutes for the May 8, 2014 meeting as printed.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$48,953.32 in the Salem Co-op checking account and \$10,661.61 in the Certificate of Deposit, \$7,388.19 in the Brock Trust Account and \$4,112. 50 in the Marois Fund account, for a total of \$71,115.62.

There were a number of bills for consideration:

NHLTA Membership Dues	\$120.00
NH School of Falconry	\$425.00
Museum of Science Traveling Programs	\$340.00
Reimbursement, Alison Baker (bank checks)	\$118.98
Zoo New England (pass)	\$400.00
New England Aquarium (pass)	\$650.00

Total Bills \$2,053.98

Ms. Baker said that the Strawbery Banke had been included in error, so that the new total for the bills would be \$2053.98.

On a motion by Kathleen Norton, seconded by Cindy Jury, the Trustees voted unanimously to accept the Treasurer's report and pay the bills presented, with the removal of the Strawbery Banke, for a total of \$2053.98.

The Trustees reviewed the treasurer's spreadsheet for May 2014 report. The Trustees then reviewed the expenditure reports from the Town of Salem for April 2014.

OLD BUSINESS

The first order of old business was the 2015 Budget. Ms. Baker distributed the 2015 budget document and pointed out the new 3 year weighted average the Town is using. The Trustees discussed a number of lines in general. Ms. Baker distributed a proposal from a company in town for a projector system for the Beshara Room. The price was high, over \$13,000. The Trustees are interested in pursuing the concept, but asked Ms. Baker to get more proposals.

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The second order of old business was Comprise and payments via credit/debit. Ms. Baker asked that the Trustees consider 2 policies in regards to library allowing the payment of fines and fees via credit and/or debit card as the final step to starting with the GMILCS payment system through Comprise. The policies: e-Commerce Privacy and e-Commerce Refund were discussed separately and at length. On a motion by Kathleen Norton, seconded by Cindy Jury, the Trustees voted unanimously to approve the e-Commerce Privacy Policy. On a motion by Kathleen Norton, seconded by Cindy Jury, the Trustees voted unanimously to approve the e-Commerce Refund Policy. Both will be posted on the webpage and will be part of the process when individuals choose to pay via the Comprise system.

The third order of old business was the Benefits. Discussion was moved to the non-public session.

NEW BUSINESS

The first order of New Business was Change in Hours: graduation and holiday. Ms. Baker asked that the library close early at 5PM on June 13th due to the graduation at Salem High School. Parking is impossible due to the event, and this would mirror the decision that worked out very well in 2013. Ms. Baker also asked for a decision concerning the 4th of July, which would be landing on a Friday. Based on past precedent, the library would be closed on Saturday, July 5th as well. Staff would make up those hours during the week by following their regular rather than Saturday schedule. After a brief discussion, Cindy Jury made the motion to close at 5PM on Friday, June 13th due to the SHS graduation, and close on July 5th in observance of the Independence Day holiday. Kathleen Norton seconded, and the motion passed unanimously.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights. Some time was spent getting an update from Natalie Ducharme about Outreach programs offered by the library. Ms. Baker distributed a copy of a request sent in the Salem Lions Club for funding a new project in the Children's Room that would provide iPads loaded with pre-literacy and early literacy apps for use at the library.

TRUSTEE MATTERS

Cindy Jury reported that she had attended the Library Trustee orientation offered by the state. She asked for clarification on several matters that arose from the training, and the Trustees provided the needed information.

PUBLIC MATTERS

There were no public matters.

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DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for July 17th at 6:00 PM at the library.

NON-PUBLIC MEETING:

At 6:26 Kathleen Norton made the motion, seconded by Cindy Jury that the Trustees move to a non-public session pursuant to RSA 91A:3 IIa, pertaining to personnel. 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 7:45 PM.

On a motion by Kathleen Norton, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 7:46 PM.