

## LIBRARY TRUSTEES' MEETING

November 15, 2011

### PRESENT

Martha Breen, Joan Fardella, Kathleen Norton, Alison Baker and Michele Garneau were in attendance. Mrs. Breen called the meeting to order at 7:04 PM.

### MINUTES

The Trustees reviewed the minutes from the Oct. 25 and Nov. 1 meetings. On a motion by Joan Fardella, seconded by Kate Norton, the Trustees voted unanimously to accept the minutes as presented for the October 25 and November 1 meetings.

### TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$40,754.45 Salem Co-op checking account, \$4,945.51 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 \$62,146.36.

There were 3 bills to consider:

See Science Center (Museum Pass)	\$ 200.00
Museum of Fine Arts (Museum Pass)	\$ 475.00
JFK Library (Museum Pass)	\$ 250.00

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 \$925.00.

Ms. Baker distributed the expenditure report for October 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 and the BudCom final votes. Ms. Baker distributed copies of the final votes concerning the library, which reflected \$822 added to the heat line by the BudCom to reflect the new per gallon cost of oil. The Trustees reviewed a projection of expenditures for the rest of 2011.

The Second Order of Old Business was Warrant Articles. Because 2011 budget projections provided sufficient funds, the Trustees decided to add a second Warrant Article. The Warrant would be for the annual Employee Separation Fund and was set at \$5000. Changes can be made at Town Meeting to reflect more closely the residue in the 2011 budget.

### NEW BUSINESS

The first order of New Business was the Holiday Tea. The Trustee reviewed the plans for the tea in December and listened to proposals about returning it to its original Spring timing, with more of a family event in December.

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The second order of New Business was concerning official notification for staff in positions not funded in 2012. The Trustees reviewed a draft letter and changes were made based on the discussion. The letters were rewritten, printed and signed.

As a third order of New Business, the Trustees were given a self performance evaluation by Ms. Baker. The Trustee will review and will conduct a formal evaluation on December 6.

### DIRECTOR'S REPORT

Ms. Baker distributed the report and the Trustees reviewed the details. Circulation was up slightly in October.

### TRUSTEE MATTERS

#### PUBLIC MATTERS

The Trustees reviewed and discussed a letter from several members of the community. The letter encouraged the Trustees to reexamine how the 10% cut was made to the 2012 budget with a view of saving one full time position. The Trustees discussed the matter at length, reviewing their process and decision-making. They stood by their decision as the right one in an unprecedented circumstance considering the future economic climate and their mission to ensure the best possible library service to the community.

### DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set as Tuesday, December 6 at the library at 7:00 PM with a non-public meeting immediately following.

On a motion by Joan Fardella seconded by Kate Norton, the Trustees voted unanimously to adjourn the meeting at 8:17 PM.