

LIBRARY TRUSTEES' MEETING

June 22, 2011

PRESENT

Martha Breen, Joan Fardella, Kathleen Norton, Alison Baker and Michele Garneau. Mrs. Breen called the meeting to order at 5:06 PM.

MINUTES

On a motion by Joan Fardella, seconded by Kate Norton, the Trustees voted unanimously to accept the minutes for May 11, 2011 meeting.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$36,966.67 Salem Co-op checking account, \$4,941.37 in the Marois Account, \$10,330.48 in the Certificate of Deposit, and \$4,587.70 in the Brock Trust Fund Interest account for a total of \$56,826.22.

There were five bills to consider:

NE Aquarium (museum pass)	\$ 650.00
Gaylord (memorial)	\$ 1,059.12
Ingram (memorials)	\$ 142.21
Zoo New England (museum pass)	\$ 300.00
NH Library Trustees Assoc. Membership	\$ 100.00
Total	\$2,251.33

On a motion by Joan Fardella, seconded by Kate Norton, the board unanimously voted to pay the bills as presented for a total of \$2,251.33

Ms. Baker distributed the expenditure report for May 2011. The Trustees reviewed the report. Mrs. Breen asked for an explanation of the Unemployment Compensation overage. Ms. Baker reported that the finance department said that this reflected an unexpected higher rate due to the level of claims. She pointed out that by this time in the year, the cost dwindles as individual salaries meet the limit for this benefit, noting that it was only \$34.86 in May.

Ms. Baker reported that the annual check for the Brock Trust had been issued for a total of \$1,446.41. The Trustee's CD at the Salem Cooperative Bank was also up for renewal on July 11. The Trustees reviewed the current CD rates and settled on the 9 month special.

The gift and donation report for January through June was presented for a total of \$2,766.76. Specific donations included a \$765 grant from the Salem Kiwanis for programming for the Summer Reading Program, a \$250 grant from the State Library for the Summer Reading Program Kick-off, a \$400 donation from PMI NH Chapter for use of the meeting rooms, and \$1,034.55 memorial from Windham Professionals. There were a number of other smaller gifts and memorial donations.

LIBRARY TRUSTEES' MEETING

June 22, 2011

OLD BUSINESS: The Trustees took up the matter of the roof project. Ms. Baker presented a suggestion from A&P Home Improvements to extend the water shield to cover the entire roof for an additional cost of \$5,200. After review and discussion, the Trustees decided to stand by the original bid. Accepting a change would raise the low bid above other bids, and other bidders would not have a chance to amend their bid.

Ms. Baker presented some color samples for the exterior paint. The Trustees selected from the choices. While the roof is being redone, the new colors may be used. Painting the exterior trim may be part of the 2012 budget.

The second order of Old Business was the HVAC Service Contract. Final decisions on the contract will be made later as there was not sufficient time to cancel the current one with Honeywell. Ms. Baker reported that they are rebidding all the service contracts with a view to reduce costs. Ms. Baker distributed copies of the bids that had been received as of June 21 for review and discussion at a later meeting.

The third order of Old Business was the Trustees of the Trust Funds Seminar that had been attended by Joan Fardella, Alison Baker and Michele Garneau. All reported that it had been very worthwhile and much had been learned.

NEW BUSINESS: The first order of New Business was the 2012 Budget. Ms. Baker presented 2 alternatives for review, with line-by-line explanations. The Trustees will discuss the budget fully at the next meeting. Mrs. Breen asked what the Selectmen were planning to consider while developing the budget. Ms. Baker reported that they are looking to cut the total budget to cover all warrants.

The second order of New Business was G4. Ms. Baker reported that MV, who currently hosts the library's website and email, will not continue to do so after June 30. She explored other options before deciding to go with G4, which is now our internet provider and hosts the GMILCS system. The cost will be just \$300 per year for hosting the website and providing the email.

DIRECTOR'S REPORT

Ms. Baker distributed the report and the Trustees reviewed the details. Circulation showed a huge increase in May, posting a 14% increase overall, and a 21% increase in the children's room.

TRUSTEE MATTERS

The recent article in the Eagle Tribune about the summer reading program activities was brought up by Mrs. Breen and generally discussed.

PUBLIC MATTERS

There were no public matters.

NON-PUBLIC SESSION

The Trustees voted to go into non-public session per RSA 91A 3IIa at 6:48 PM. The Trustees were individually polled and each agreed to the session.

LIBRARY TRUSTEES' MEETING

June 22, 2011

The Trustees came out of non-public session at 7:35 PM. On a motion by Kate Norton, seconded by Joan Fardella, the Trustees unanimously voted to seal the minutes.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set as Wednesday, August 10 at the library at 5:00 PM.

On a motion by Mrs. Fardella, seconded by Ms. Norton, the Trustees voted unanimously to adjourn the meeting at 7:40 PM.