

LIBRARY TRUSTEES' MEETING

August 21, 2023

5:30 PM

PRESENT

David Hickernell, Chris George, Kate Norton, Laura Stevens, and Natalie Ducharme. Kate Norton called the meeting to order at 5:33 PM.

MINUTES

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the amended minutes for July 24, 2023.

TREASURER'S REPORT

The trustees reviewed the July treasurer's report. The trustees are going to coordinate going getting a bank check for a withdrawal of the annual Brock donation. On a motion by David Hickernell, seconded by Chris George the trustees voted unanimously voted to withdraw \$1,673.99 to be sent to the Town of Salem NH per the rules of the Brock Trust.

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$62,334.75
Certificate of Deposit (Salem Coop Bank)	\$11,314.72
Subtotal	\$73,649.47

Brock Trust Fund Interest Acct (Salem Coop)	\$8,573.90
Subtotal	\$ 8,573.90

Total Board of Trustees' Funds \$82,223.37

There are 2 bills to pay this month:

A replacement check to Amazon for \$37.94 for the missing check #1287 issued in May 2023. On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to replace the missing check and to have a stop payment issued on the missing check #1287.

A check for \$388.31 to the Town of Salem for Envisionware. Envisionware inadvertently charged the library credit card 3 times instead of once. One duplicate charge was refunded by a credit memo. The second duplicate charge was refunded by a check. The check Envisionware sent was made out to the Kelley Library, not the Town of Salem NH. Since the Envisionware subscription is part of the library's operating budget, the town needed a check made out to them. On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to deposit the Envisionware check and write a check to the Town of Salem NH for \$388.31.

OLD BUSINESS

The first order of Old Business was update to the heating system conversion project.

Ms. Ducharme gave an update of this project. CAC has started connecting the new burners to the existing duct work. GeoInsight has sent their bill for the removal of the old underground oil tank and the required state testing. Their invoice of \$14,892.24 was below their initial quote of \$16,000.00. The town building inspector requested that CAC fabricate a security box for the external gas meter. After CAC builds the box and

LIBRARY TRUSTEES' MEETING

August 21, 2023

5:30 PM

installs the box, the gas meter will be attached. Chris is getting quotes for the upper parking lot repair. The repaving will be scheduled after CAC has finished their work. Landscaping work will need to wait until the fill has settled.

NEW BUSINESS

The first order of New Business was 2024 Budget

Ms. Ducharme presented the 2024 budget and the trustees reviewed the lines that they have control over. The draft budget has a 1.55% increase which is \$25,876. The 2024 budget will be finalized at the next meeting. Ms. Ducharme also reported that the 2024 budget process with the Town Council and Budget Committee has not been finalized yet. Currently, there are no dates to present the library budget.

DIRECTOR'S REPORT

Ms. Ducharme presented the July Director's Report. Ms. Ducharme mentioned that the Summer Program went well, attendance at programs was high. Ms. Ducharme also reported that Dept. Heads attended several Aspen training sessions. Aspen is a great product with lots of customization. Choosing which customization works best for Salem residents will be continuing through this fall. Ms. Stevens remarked on how Katherine Bollenbach, the Head of User Services, has spearheaded the customization process and has been the point person for the rest of the staff.

TRUSTEE MATTERS

There were no trustee matters.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting:

-Monday, September 11, 2023 at 5:30 PM in the Beshara Room

ADJOURNMENT

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 6:59 PM.