

LIBRARY TRUSTEES' MEETING

May 27, 2010

PRESENT

Martha Breen, Sally Gilman, Joan Fardella, Alison Baker, and Michele Garneau. Martha Breen called the meeting to order at 4:04 PM.

MINUTES

On a motion by Sally Gilman, seconded by Joan Fardella, the Trustees voted unanimously to accept the minutes from the April 22, 2010 meeting.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$34,124.21 in the checking account, \$4,929.51 in the Marois Account, \$10,160.91 in the Certificate of Deposit, and \$3,097.62 in the Brock Trust Fund Interest account for a total of \$50,724.01.

Mrs. Fardella had taken care of the transfer of the checking account to the Salem Co-op, leaving \$100.00 at Sovereign to cover checks that had not cleared yet. Ms. Baker reported being in touch with the organization that had not deposited the check in question, and the organization recommended cancelling the check.

The expense report for April was distributed and reviewed.

There were two bills to consider: the pass for the American Independence Museum for \$50.00 and payment to Baker & Taylor for a memorial book for \$17.50. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees unanimously voted to pay these bills for a total of \$67.50.

OLD BUSINESS

The first item of Old Business was Building repairs and maintenance. Ms. Baker reported that again, no further bids had come in for the repair of the dry rot on the building exterior. After some discussion, the Trustees asked Ms. Baker to go with the current bid from George Jones.

The second item of Old Business was the damaged tree. Ms. Baker reported that the Town had come by and with Chris Colella's help had removed the dead branch. The branch had been disposed of appropriately. Ms. Baker distributed copies of a field study from the Assessor's Office of the library property and surrounds. From this study, it is clear that the other broken tree on the western side of the building is on library property and she would get in touch with a tree business to see what should and can be done.

The third item of business was the consideration of the library's mission. Ms. Baker distributed copies of the most recent draft: *The mission of the Kelley Library is to provide all people of Salem access to resources that promote and support independent learning, enlightenment, literacy, and personal cultural enrichment. To realize these goals, we provide a welcoming environment, useful and dynamic collections and programs, competent staff, and ready adaptation to the changing expectations of the community.* The Trustees discussed the proposed mission. On a motion by Mrs. Fardella, seconded by Mrs. Gilman, the Trustees voted unanimously to adopt the new

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mission as written and adapted by the staff. Mrs. Breen went on to say that the Trustees are all very appreciated of the work the staff has done to revise the mission.

The fourth item of Old Business was the banking changes. There was no further discussion as this had been discussed with the Treasurer's Report.

NEW BUSINESS

The first item of New Business was the Employee Handbook. Ms. Baker reported that she has been blending the internal policies, the Union Agreement and the Town's policies into a single document. The Trustees discussed how to work through the approval process. It was decided to have a goal of completion by December 2010 for use in 2011. Ms. Baker will provide copies of a group of policies prior to each meeting for discussion at the Trustee meetings.

The second item of New Business was the 2011 Budget preview. Ms. Baker reported that the budget documents for 2011 had been sent out. It was being recommended that the line items be kept flat where possible. Ms. Baker proposed having a draft ready for discussion at the June meeting.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights.

Statistics

- a. Circulation: **23895**, up 4.4%
 - i. Adult: 15187, up 4%
 - ii. Childrens: 8078, up 5%
- b. Computer bookings: **2073**
 - i. Standup: 815
 - ii. Sitdown: 1229
 - iii. Word processing: 29
- c. Programs: **98 bookings**
 - i. Library: 34
 - ii. Rec department: 6
 - iii. Other: 59
- d. Patron Count : **15975 visits**, average 614 per day
- e. Registrations:**132**
 - i. Adult: 84
 - ii. Childrens: 48

The blinds were on order and scheduled for installation on June 1st. The garden had been prepared and planted for the season – the trustees complimented Chris Colella and Anne Pepin on their efforts. The elevator sensors had gotten misaligned and had been repaired.

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The Children's Department had the Summer Reading Program planned and prepared. Mrs. Garneau provided an overview of the Adult Summer Reading Program being offered new this year.

Ms. Baker talked about the changes in GMILCS. The ILS upgrade in mid-June should not disrupt service and should only take until mid afternoon to be completed. SNHU had given notice of its decision to leave the consortium, similar to when NHU left some years ago. Ms. Baker also described the challenges the State Library was facing under extreme budget cuts and keeping the Databases provided through the state. It is possible that the library and GMILCS may have to consider picking up some of the databases if any are cancelled by the state.

TRUSTEE MATTERS

There were no Trustee matters.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The date and time of the next meeting was set for June 24th at 4:00 PM at the library. The August meeting was set for August 19th at 4:00 PM at the library. There will be no meeting in July.

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to adjourn the meeting at 4:59 PM.