

Library Trustees' Meeting
June 22, 2007

PRESENT: Rosemarie Hartnett, Martha Breen, Sally Gilman, Eleanor Strang, Jean Williams

Mrs. Breen called the meeting to order at 4:35 PM.

ELECTION OF OFFICERS

On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees unanimously elected Mrs. Breen as chairman and Mrs. Gilman as treasurer.

MINUTES

On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted 2-0-1, with Mrs. Hartnett abstaining, to accept as printed the minutes of the meeting of May 10, 2007.

TREASURER'S REPORT

The director reported that the balances in the trustees' accounts were as follows: \$26,740.69 in the checking account; \$4,869.65 in the Marois account; and \$11,461.53 in the Certificate of Deposit, for a total of \$43,071.87. She indicated that she had three bills to be considered for payment from trustee funds: \$3,400.00 to Merrimack Engineering Services for the engineering work for the reconstruction of the walkway; \$100.00 to renew the memberships of the three trustees and two administrators in the New Hampshire Library Trustees Association; and \$71.00 to Ford Flower for the flowers sent by the library when Betty Dunn's mother passed away. On a motion by Mrs. Gilman, seconded by Mrs. Hartnett, the trustees voted unanimously to pay these bills, totaling \$3,571.00, from trustee funds.

The director distributed and explained copies of the printout showing expenditures from the Operating Budget as of May 31, 2007. The printouts showed that \$544,986.14 had been expended at that point, which is 39% of the budget at 42% into the year.

OLD BUSINESS

The only item of Old Business was the Walkway Reconstruction Project. The director reported that bid packets had been finalized and sent to paving contractors licensed to do the "Streetprint" process, and that the date and time for opening the bids had been set for June 29, 2007 at 1:00 PM.

NEW BUSINESS

The first item of New Business was the Elevator. The director reported that the library had had an elevator technician from Seacoast Elevator come to examine rust at the bottom of the elevator shaft. He recommended that the pit channels be replaced, but was not sure if a complete replacement of the hydraulic jack system might be advisable. He suggested that the library contact several contractors more experienced in this type of work. So far, four contractors have examined the situation, but their opinions vary. The director reported that she had therefore hired an elevator consultant, as distinct from an elevator contractor, to give an objective professional recommendation, and that he was scheduled to come on June 28. If it turns out that all that needs to be done is replacing the pit channels and waterproofing, the work will not be too expensive, but if it turns out that the hydraulic jack system needs to be replaced, the work will be very costly. The elevator will remain out of service as a safety precaution until the extent of the problem is determined.

The second item of New Business was the Capital Improvements Program (CIP). The Town's community development department is currently working on the new CIP, for the years 2008-2018. There was a discussion of the idea of asking the Town to put more funds in the Town Center Land Acquisition Trust Fund in 2008. Mrs. Hartnett suggested that \$100,000 be requested to be put in that

fund to build it up for future use. There was also a discussion of property adjacent to the library, and it was agreed that a note would be sent to the owner inviting him to an informal meeting with the trustees' chairman and the director, to meet as neighbors and get to know one another.

Regarding the CIP, the director reported that the CIP for 2007-2017 contained mention of an I-Net (Institutional Network), whereby town and school facilities would be linked by fiber optics. She had contacted Dr. LaBranche, the town manager, to make sure the library was listed among the institutions which would be linked, and was informed that it was. She explained that such a network would greatly facilitate and simplify data communication among the facilities so linked.

The third item of New Business was the Public Bulletin Board. The director explained that she and the assistant director would like to suggest a policy that would contain these provisions: notices from the library and from Salem non-profit organizations would have first priority; notices could not be larger than 8 ½ by 11 inches; all notices would have to show the date posted (or be subject to removal); and notices of items and services for sale would have a time limit. The trustees indicated that they were in agreement with these provisions, and the administrators will see if there is a need for additional provisions to recommend to the board.

DIRECTOR'S REPORT

The director reported on the following library events:

May 30-June 4: Salem School District's annual art show took place at the library

June 1: library's book group participated in a live book discussion on NH Public Radio

June 12: Kelley Library Adult Series ended its 2006-2007 year with "An Evening with Jane Pierce," a joint program with the Salem Historical Society.

June 20: The kick-off of the Summer Reading Program was Wildlife Encounters, which drew an enormous crowd.

Regarding upcoming events, the director indicated that Salemfest this year would be September 15-16, and that the plan is for the library to do a used book sale on September 15, as well as host a number of community organizations wishing to set up on the library grounds. The director also reported that Natalie Ducharme, head of circulation, had done an outstanding job organizing the displays of books on the School District's summer reading lists for various grade levels.

The assistant director reported that the total number of unexpired library cards is 10,564: 8,821 adult and 1,743 juvenile.

TRUSTEE MATTERS

The trustees thanked Anne Pepin and Chris Colella for the beauty of the gardens and grounds, Deb Berlin for her work on the successful KLAS series, and children's librarians Corrie Chiknas and Cathy Cloutier for their work on the Summer Reading Program.

DATE AND HOUR OF NEXT MEETING

The next meeting was tentatively scheduled for Thursday, July 5, 2007 at 4:30 PM at the library.

On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to adjourn at 5:45 PM.

Respectfully submitted,
Eleanor Strang, Director