

LIBRARY TRUSTEES' MEETING

March 25, 2024

5:30 PM

PRESENT

David Hickernell, Chris George, Kate Norton, Laura Stevens and Natalie Ducharme. Kate Norton called the meeting to order at 5:31 PM.

MINUTES

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the minutes for February 27, 2024.

TREASURER'S REPORT

The trustees reviewed the February 2024 Treasurer's Reports. On a motion by David Hickernell, seconded by Chris Geroge, the trustees voted unanimously to accept the Treasurer's Report for November 2023, December 2023 and January 2024.

February 2024

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$63,642.80
Certificate of Deposit (Salem Coop Bank)	\$11,447.44
Subtotal	\$75,090.24

Brock Trust Fund Interest Acct (Salem Coop)	\$8,576.45
Subtotal	\$ 8,576.45

Total Board of Trustees' Funds \$83,666.69

OLD BUSINESS

The first order of Old Business was the Square update.

Ms. Ducharme reported that the Head of User Services has been working with Square. The transfer of .01 cent to and from the Trustee's checking account was successful. Online payment via Square will go live on March 1, 2024.

The second order of Old Business was the Sewer Update.

Ms. Ducharme reported that on March 15, 2024 the Children's Room bathroom backed up and ruined 35-40 carpet squares and the preschool play rug. The library closed at 2:15 on March 15 as there was no running water or bathrooms. The Senior Custodian had a company come that afternoon/evening to clear the sewer line, but they were unsuccessful. He also called the DPW to test the town sewer line and it was clear. Saturday morning, the library reopened and the Children's Room remained closed. The Senior Custodian called a different company that was able to remove the blockage. The sewer line from the children's room is over 200 feet long. The line comes from the children's room bathroom out to the rocks and makes a turn to meet the town sewer line in the wetland. The Senior Custodian arranged for the carpeting company to remove the old tiles, the new tiles were installed (from extras that were kept). The children's room reopened on Wednesday, March 20, 2024. Excessive paper towels caused the bulk of the blockage. Ms. Ducharme expressed a desire

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for the trustees to pay for hand dryers and electrical work for both Children's bathrooms. She is researching an appropriate hand dryer for young children.

NEW BUSINESS

The first item of new business was the 2024 COLA memo.

The trustees signed the memo to payroll authorizing the COLA increase. It will go into effect on April 1, 2024.

The second item of new business was the Trustee Elections and choosing officers.

Chair – On a motion by David Hickernell, seconded by Chris George, Kate Norton elected chair.

Vice-Chair – On a motion by David Hickernell, seconded by Kate Norton, Chris George was elected Vice-Chair.

Treasurer – On a motion by Chris George, seconded by Kate Norton, David Hickernell was elected Treasurer.

DIRECTOR'S REPORT

The trustees reviewed Ms. Ducharme's Annual Report. Ms. Ducharme highlighted projects that were completed in February including new shelving in children's fiction, the Talk Box and the new individual tables for the Kelly Room. Ms. Ducharme also reported on staffing changes.

TRUSTEE MATTERS

There were no trustee matters.

PUBLIC MATTERS

There were 2 public matters.

Peter Machnik suggested extra signage for the upper parking lot entrance. The current sign is visible when approaching from the Salem Depot. It is not visible when approaching from the opposite direction. Visibility is poor at night and during bad weather.

Douglass Knight submitted a letter regarding interactions with a staff member and he summarized the letter.

DATE AND TIME OF NEXT MEETING

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

-Monday, April 29th 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 6:47 PM.