

## LIBRARY TRUSTEES' MEETING

March 13, 2008

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

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

Mrs. Hartnett suggested that the Trustee Bylaws be moved up the agenda to be the first item discussed, and the other trustees agreed. The director had, on February 25, distributed to the trustees the bylaws showing the changes Mrs. Hartnett had proposed at the last meeting. Mrs. Hartnett moved that the bylaws be amended in accordance with the changes which had been distributed, and Mrs. Gilman seconded for discussion. Discussion centered on the change involving the creation of a new officer, Vice Chairperson, who would perform the duties of Chairperson in the event of the disability or absence of the Chairperson. A vote was then taken on the motion, which passed 2-1, with Mrs. Hartnett and Mrs. Breen in favor and Mrs. Gilman opposed. The bylaws will now show an amendment date of March 13, 2008.

-  
ELECTION OF OFFICERS

Mrs. Breen moved the following slate: Mrs. Hartnett as Chairperson, Mrs. Gilman as Vice Chairperson, and Mrs. Breen as Treasurer. Mrs. Gilman seconded and the motion was passed unanimously. Mrs. Breen turned the running of the meeting over to Mrs. Hartnett.

MINUTES

On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to accept as printed the minutes of the meeting of February 7, 2008.

-  
TREASURER'S REPORT

The director reported that the balances in the trustees' accounts were as follows: \$8,053.92 in the checking account; \$4,889.86 in the Marois account; and \$11,897.91 in the Certificate of Deposit, for a total of \$24,841.69. She indicated that there was one bill to be considered for payment from trustee funds: \$400.00 to renew the library's pass to the Boston Museum of Fine Arts. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to pay this bill from trustee funds.

The director distributed printouts showing expenditures from the Operating Budget as of January 31, indicating that that the town had not yet distributed the February expenditure reports. As of January 31, a total of \$108,807.73 had been expended.

OLD BUSINESS

The first item of Old Business was Refunds to Patrons. The director indicated that the statement she had drafted was somewhat dependent on the capabilities of the current automated system, Horizon. Since the GMILCS consortium now intends to migrate to a different system in August, this is not a good time to adopt anything based on the current system. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees unanimously voted to table this item indefinitely.

The next item of Old Business was the Job Description of the Director. The director had distributed the job description incorporating the changes discussed at the last meeting. On a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees voted unanimously to adopt the job description as amended. It will now show a date of March 13, 2008.

-  
NEW BUSINESS

The first item of New Business was the Advertisement for a New Director. The director distributed a

draft of an advertisement, and the trustees and administrators discussed the elements of the ad and where to run it. It was agreed that there will be another meeting in the near future specifically for finalizing how the position will be advertised.

The second item of New Business was the Job Description of the Assistant Director. The assistant director indicated that it is still, with very minor exceptions, an accurate description of the job as she currently performs it. No changes were made; the trustees will discuss it again after the new director is hired, so that he/she will be able to have input into how the job of assistant director is structured.

The third item of New Business was Preparation for Town Meeting, Session 2, which will take place on March 15. The trustees decided that Mrs. Hartnett will represent the trustees for Article 23 and Mrs. Gilman will do so for Article 25.

The fourth item of New Business was Fines on Overdue Videos. The director explained that a patron had requested that, now that movie videos circulate for two weeks, consideration be given to lowering the overdue fine to ten cents per day instead of \$1.00 per day. The director explained that she had checked with other libraries, and that charging \$1.00 per day for overdue movies, whether in video or DVD form, was not unusual. It was also pointed out that, now that the movie videos circulate for an initial borrowing period of two weeks, which can be extended through renewals, there was little reason for them to be overdue. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously that fines on overdue movie videos remain at \$1.00 per day.

The fifth item of New Business was the Independence Day Observance. The assistant director summarized the library's past practice when Independence Day falls on a Friday, as it does this year. Whenever that has happened in the past, the library has closed on Saturday. Based on past practice, the trustees, on a motion by Mrs. Breen, seconded by Mrs. Gilman, voted unanimously that the library be closed on both July 4 and July 5, with the stipulation that only July 4 will be a paid holiday. Staff will be expected to work four days that week or use accrued vacation or personal time to take additional days off.

#### DIRECTOR'S REPORT

The director reported that:

- The start date of patron-initiated inter-library loan for GMILCS libraries will be March 17. This will mean that patrons can directly request materials owned by other GMILCS libraries and have them delivered to their home library without having to go through the reference librarian. The Kelley Library and some of the other libraries in the consortium have exempted the following types of items from being able to be requested by patrons of other libraries: items with waiting lists, movie DVDs, new books, and new CD audiobooks. The director praised the staff for all their work preparing for this, especially Natalie Ducharme, head of circulation.
- Additional minor waterproofing has been done for the elevator. If there is still water entry, a more extensive and expensive waterproofing project will need to be done.
- The underground oil tank will be thoroughly inspected during the next several months. The annual leak-monitoring audit has been done, the three-year test of the cathodic protection system will be done, and the inspector from the Department of Environmental Services will do the state inspection.
- The director has been asked by Selectman Beth Roth to be part of a committee to judge the stories which will be submitted by the public regarding their memories of the Salem train depot. This is part of a community effort to raise public interest in the depot restoration efforts.
- The police were called twice with regard to problem patrons. One occasion involved an adult

who made inappropriate remarks to a high school girl regarding an Internet site he was viewing. A criminal trespass order has been filed with the police such that he cannot be on library property for six months. The other occasion involved two high school boys whose behavior was problematic enough that the police were called. They were given a one-month suspension.

- A representative of the Salem Kiwanis contacted the director regarding a possible financial donation to the children's department. A "wish list" will be prepared for submission to the Kiwanis.
- Susan McLoughlin of Salem community television will interview the director and assistant director on March 19 regarding their upcoming retirements.

The assistant director reported that the total number of unexpired library cards is 10,497: 8,796 adult and 1,701 juvenile.

#### TRUSTEE MATTERS

Mrs. Hartnett asked the administrators to work on a list of people they would like to have invited to their retirement open house, which will be on Thursday, June 26 from 5:00 to 8:00 PM in the Beshara Room. Mrs. Hartnett also asked for an updated staff salary list after the 3% COLA is voted on at town meeting on March 15.

#### DATE AND HOUR OF NEXT MEETING

The next meeting was scheduled for Thursday, March 20, 2008 at 4:30 PM at the library. The purpose of the meeting will be to finalize the advertising for the new director.

On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to adjourn at 7:00 PM.

-

Respectfully submitted,

Eleanor Strang, Director