

LIBRARY TRUSTEES' MEETING

February 10, 2025

5:30 PM

PRESENT

Kate Norton, Chris George, Natalie Ducharme and Laura Stevens. Kate Norton called the meeting to order at 5:35 PM.

MINUTES

The December minutes were reviewed and revised. On a motion by Chris George, seconded by Kate Norton, the revised minutes were unanimously approved.

TREASURER'S REPORT

Ms. Ducharme stated that after the December 2024 Treasurer's Report is approved, she will be sending the 2024 trustee finances digitally to the Finance Director for inclusion in the annual audit.

December 2024

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$65,356.47
Certificate of Deposit (Salem Coop Bank)	\$11,640.83
Subtotal	\$76,997.30
Brock Trust Fund Interest Acct (Salem Coop)	\$8,580.22
Subtotal	\$ 8,580.22
Total Board of Trustees' Funds	\$85,577.52

The trustees reviewed the December Treasurer's Report. On a motion by Chris George, seconded by Kate Norton, the December Treasurer's Report was unanimously approved.

There are four bills to be paid at this time and one reimbursement authorization for town (library operating budget)

Trustee funds- Reimbursement for children's puzzles - \$120.73 – Materials of Trade

On a motion by Chris George, seconded by Kate Norton, this \$120.73 reimbursement was unanimously approved.

Trustee funds –Reimbursement for Jigsaw puzzle tournament puzzles - \$60.39- Programming

On a motion by Chris George, seconded by Kate Norton, this \$60.39 reimbursement was unanimously approved.

Trustee Funds – Center Point Large Print invoice for \$28.67 – Material of Trade from Salem Council on Aging donation.

On a motion by Chris George, seconded by Kate Norton, this \$28.67 payment was unanimously approved.

Trustee Funds – Reimbursement for Tonies for children's collection - \$312.81 – Materials of trade

On a motion by Chris George, seconded by Kate Norton, this \$312.81 reimbursement was unanimously approved.

Operating Budget reimbursement form – authorize reimbursement for snacks and prizes - \$89.15 for puzzle tournament – programming

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OLD BUSINESS

The first Order of Old Business was the Employee Manual revision.

The trustees reviewed Section 17 – Health and Safety Policy

On a motion by Chris George, seconded by Kate Norton, this policy was unanimously approved.

The trustees reviewed Section 7- Hours and will continue to review and revise at the next meeting

The trustees tabled Section 15- Work Place Behavior and Standard of Conduct until the next meeting.

NEW BUSINESS

The first order of New Business was updating the following three job descriptions.

- Head of User Services
- Head of Information Services
- Senior custodian

The trustees reviewed each job description.

On a motion by Chris George, seconded by Kate Norton, the updated Head of User Services job description was unanimously approved.

On a motion by Chris George, seconded by Kate Norton, the updated Head of Information Services job description was unanimously approved.

On a motion by Chris George, seconded by Kate Norton, the updated Senior Custodian job description was unanimously approved.

The second order of New Business was updating the Meeting Use Policy.

The trustees reviewed the updated Meeting Use Policy. On a motion by Chris George, seconded by Kate Norton, the updated Meeting Use Policy was unanimously approved.

The third order of New Business was a State Library update.

Ms. Ducharme provided a timeline of activity since Michael York retired in October 2024 up to now. The trustees discussed who and how to support for State Librarian.

DIRECTOR'S REPORT

Ms. Ducharme mentioned that the patron count was high for January and believes that the children/Teen programming is having a positive impact on the library.

TRUSTEE MATTERS

The trustees discussed the current bills being presented in New Hampshire's House and Senate.

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 March 17, 2024 at 5:30 pm in the Beshara Room

ADJOURNMENT

On a motion by Chris George, seconded by Kate Norton, the trustees voted unanimously to adjourn the meeting at 7:45 PM.