

LIBRARY TRUSTEES' MEETING
August 14, 2008

PRESENT: Rosemarie Hartnett, Martha Breen, Sally Gilman, Alison Baker

Mrs. Hartnett called the meeting to order at 4:02 PM.

MINUTES

Mrs. Hartnett asked that the minutes be amended to include page numbers. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to accept as amended the minutes of the meeting of July 24, 2008.

TREASURER'S REPORT

Ms. Baker reported that the balances in the trustees' accounts were as follows: \$13,869.59 in the checking account; \$4,901.03 in the Marois account; \$12,095.81 in the Certificate of Deposit, and \$1,556.49 in the new Brock Trust Fund Interest account for a total of \$32,422.92. The sums in the Marois and Certificate of Deposit are actually higher, but the banks had not yet posted the interest. She indicated that there was one bill for payment from trustee funds, a museum pass for the Isabella Stewart Gardner Museum for \$175.00. Ms. Baker noted that the actual cost for the NE Aquarium pass voted for payment at the last meeting was \$625.00 rather than the \$650.00 expected. On a motion by Mrs. Breen, seconded by Mrs. Gilman, the trustees unanimously voted to pay this bill totaling \$175.00, from trustee funds.

Ms. Baker distributed printouts of expenditures from the Operating Budget as of the end of July at which point the budget was 62% expended. This printout was a formalized version including the bills from July. It was too early in the month to adjust for bills in August.

Mrs. Hartnett asked about the postage line item. Ms. Baker explained that the library is using a lot of postage for the various notices, and that postal costs have climbed. She discussed a plan under development that will approach the issue from several points: encouraging email notification of overdue and reserve notices, considering making some notifications by phone, and encouraging patrons to ask about reserves waiting when they come in to use the library rather than relying on notices in the mail. Long term, Ms. Baker is looking into the cost of the phone notification module for the new Polaris ILS, which may address the high cost of postage, mailing supplies (printed envelopes, paper, printer supplies, and significant staff time).

OLD BUSINESS

The first item of Old business was the setting up of a new account for the interest from investments. Mrs. Gilman reported that the account had been set up and that the Salem Cooperative is very interested in having the Trustee's checking account. Ms. Baker distributed information provided by the bank about the accounts. Ms. Baker asked Mrs. Hartnett and Mrs. Breen to sign the signature sheet for the new account, Mrs. Gilman having already signed when the account was set up.

The second item of Old Business was the raising of the temperature in the library. Ms. Baker reported that the temperature had been raised to 73 degrees, as directed, the day after the last meeting. While the raised temperature is not a problem during the kind of cooler, overcast days that have been the norm recently, late in the afternoon on sunny, warm days the temperature does climb in the main desk area. Ms. Baker had the results of a sampling, indicating that the temperature reached nearly 80 degrees in some areas behind the desk. Mrs. Hartnett asked that Ms. Baker continue to monitor the temperatures, and to verify that the blinds on the sunny windows over the fiction stacks were closed to help with stabilizing the temperature.

The third item of Old Business was the Trust Fund Law changes. Ms. Baker distributed copies of the current Investment Policy approved by the board in 2007. As per the Trust Fund Law, the Investment Policy has to be reviewed, reapproved and sent to the state each year. After review, Mrs. Breen moved to approve the policy as presented. Mrs. Gilman seconded the motion and the Trustees passed the motion unanimously. Ms. Baker was directed to update the policy 5.10, provide copies to the Trustees and to file a copy appropriately with the state.

The fourth item of Old Business was the search for the Assistant Director. Ms. Baker reported that applications are already coming in and that she had every confidence in being able to find suitable candidates. Mrs. Hartnett said that the board members will be ready to review applications when Ms. Baker has made a preliminary selection. Ms. Baker reported that she had sent in postings to the Salem Observer and the Salem Community Patriot as well as posting online. There was a brief discussion about posting in the Eagle Tribune, but it was decided it was not necessary due to the strong response so far and the high cost of advertising in that paper.

The fifth item of Old Business was the IT position that was going to be vacated soon due to the retirement of Howard Chase. The Trustees reaffirmed their concern about having one individual be responsible for 3 vital positions. Ms. Baker reported that she had talked to other Gmilcs libraries and discovered that many use a local company Second Source in Merrimack, NH. The company offers a discount for the libraries, and since the rep Dick Lambert is very familiar with the concerns and needs for Gmilcs libraries, this seemed like a solution to pursue. The Trustees were interested in this option and Ms. Baker was directed to check further into the details. This led to a discussion on how computers would be selected in the future. Ms. Baker said that Mr. Lambert gives the libraries the specs and recommends Dell. The Trustees instructed Ms. Baker to get 3 bids based on Howard Chase's 2009 budget recommendation to meet the Budget documentation requirements for purchases over \$5000.

The sixth item of Old Business was the 2009 budget. Ms. Baker asked to have this item left to the end of the meeting. On a motion by Mrs. Gilman and seconded by Mrs. Breen, the Trustees voted unanimously to go into New Business and take the budget up after item 7 on the agenda.

NEW BUSINESS

The first item of New Business was the Library Separation Trust Fund. The total cost had been taken out of the Operating Budget to be reimbursed by the Warrant Article funds. Ms. Baker explained that the warrant article to fund the severance for Jean Williams and Eleanor Strang had covered the salary costs, but not the retirement and FICA that had to be paid. These costs will be posted against the Operating Budget. The Trustees agreed that this was information to keep in mind when planning for the severance costs for other staff retirements. The Trustees signed documentation from the Town to approve the release of the Warrant Article funds.

The second item of New Business was the DVD loan period. Ms. Baker asked to change the loan period to one week without renewal rather than 2 days with 2 renewals. Patrons would still be limited to checking out four titles at a time. She characterized this as an enhancement of customer services that would be welcomed by the public, bring us into line with standard practices, and encourage the use of the DVD collection that has been dropping in recent months. Additionally as a member of the Gmilcs consortium, we are expected to participate fully and she recommended the change as the first step to opening our DVD collection to the whole group. Mrs. Hartnett said this would be a change to Circulation Policy 503. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the Trustees voted unanimously to amend Circulation Policy 503 to a one week circulation period with no renewals with the amendment date of August 14, 2008.

DIRECTOR'S REPORT

Ms. Baker reported that the Summer Reading program finished another successful year with a highly attended final party.

She mentioned that the thunderstorm on 8/9 had destroyed one of the fire alarm zone cards, leading to it being replaced. With luck this will take care of the ongoing problem with odd messages being sent by the system to the Fire Department. The zone in question was one of two possible reasons for the message issues.

Ms. Baker reported that training for the migration is under way in the library. Information has been placed in local papers, on the website, in the library and in materials being handed out to the public.

Ms. Baker mentioned that as a result of the informal meetings with each member of the staff, she has instituted regular staff meetings. At the first meeting, a variety of staff committees were formed to address other concerns raised.

Mrs. Hartnett asked about the CybraryN software implementation and Mrs. Baker said that Gmilcs had recommended waiting until after the migration to start using the program since it calls on the patron database to identify barcodes to sign up for using the computers.

Ms. Baker provided a brief overview of statistics for July. The adult department circulated 17,509 items, the children's department 13,503 items for a total circulation of 31,012. Computer bookings reached 670 hours which averages 2.5 hours for every hour the library is open. There were a total of 10,420 active library registrations, 8,727 adult and 1693 children.

TRUSTEE MATTERS

Mrs. Gilman asked Ms. Baker to return to the traditional form for the Kelley Corner in the Salem Observer.

Mrs. Hartnett asked Ms. Baker to revisit the location for the apple tree to be planted in September at the SalemFest. She had concerns that the proposed location between the parking lot and the marsh might be prone to winter flooding. She also asked Ms. Baker to look into the tree along Geremonty Drive that has a great deal of dead branches.

OLD BUSINESS - RETURN

At this point the Trustees took up the 2009 Budget. Ms. Baker passed out an updated version that included benefits numbers provided by the Town. With the budget, she provided a line item explanation for the budget number. The Trustees reviewed the budget in some detail. Mrs. Hartnett asked for a more detailed breakdown of the Temporary Pay line item detailing the positions included in relationship to 2008's budget, as well as an explanation section for the Regular Pay line item. All the Trustees asked for a detailed break-out of the Regular Pay line item for their analysis. The Trustees discussed the definition of full-time, and as a group affirmed that 37.5 hours, no more and no less, will be considered full-time for new hires from this point forward. The Trustees decided to meet in three weeks to make final decisions about the Budget as presented. By that time, Ms. Baker will have further details about maintenance and building projects.

DATE AND HOUR OF NEXT MEETING

The next meeting was scheduled for Thursday, September 4, 2008 at 4:00 PM at the library. On a motion by Mrs. Gilman, seconded by Mrs. Breen, the trustees voted unanimously to adjourn at 6:07 PM.

Respectfully submitted,

Alison Baker, Director