

Kelley Library Trustee Meeting

January 10, 2008

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

Mrs. Breen called the meeting to order at 4:10 PM.

### MINUTES

On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees voted unanimously to accept as printed the minutes of the meeting of December 5, 2007.

### TREASURER'S REPORT

The director reported that the balances in the trustees' accounts were as follows: \$5,588.71 in the checking account; \$4,885.30 in the Marois account; and \$11,805.55 in the Certificate of Deposit, for a total of \$22,279.56. She indicated that there were two bills for payment from trustee funds. One was for \$197.70 from EBSCO for new subscriptions to magazines, including two in large print, in order to make use of a gift of \$200.00 from the Salem Lions Club. The other was for \$286.90 from Gale Publishing for large-print books, to make use of a gift of \$300.00 from the Salem Women's Club. Both donations had been deposited in the trustees' checking account. On a motion by Mrs. Gilman, seconded by Mrs. Hartnett, the trustees voted unanimously to pay these bills, totaling \$484.60, from trustee funds.

The director indicated that the town had not yet closed the books on December 2007 expenditures, so she distributed the most recent printouts available. They show expenditures from the Operating Budget as of November 30, 2007, at which point 89% of the budget of \$1,398,798 had been expended.

### OLD BUSINESS

The only item of Old Business was the Autograph Collection. The director reported that she, the assistant director, and senior reference librarian Deborah Berlin had a preliminary meeting with Mr. Ken Gloss in December. He then came on January 7 to examine the collection in detail, and will send a written appraisal of his estimate of its value. The director reported that she checked with the Attorney General's office regarding how the library could proceed to sell the collection, given the lack of documentation, and had been told that a petition would need to be filed with probate court to proceed. After discussion, on a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees voted unanimously to table this item.

### NEW BUSINESS

The first item of New Business was Staff Retirements. The director stated that she and the assistant director, after considerable deliberation, had both decided to retire at the end of June. She explained that they are both willing to work on a part-time basis for a period after their official retirement, if needed, to assist in the transition. She indicated that the advantage to both retiring at the same time is that, once the trustees hire a new director, that person can select his/her own assistant director and thus have his/her own management team.

The director explained that she and the assistant director can assist the board of trustees in any way the trustees wish, regarding the process of selecting a new director. She indicated that she would contact libraries which have recently hired a new director to learn about the recruitment and interview process they used, and how long the entire process took. It was agreed that the Job Description of Director would be an agenda item for the next meeting.

The second item of New Business was Warrant Articles, which had been tabled at the last meeting. On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees unanimously voted to take this item off the table. The director distributed information about two possible warrant articles. The first article

was for a 3% cost of living increase for library employees, which is the same percentage increase as will be sought by the Town's SEA union, which is the union the library mirrors. The director explained that the Finance Department has calculated that the cost of this increase would be \$20,158.00 if the effective date is April 1, 2008, and that if this increase is approved, the total increase in the bottom line of the library's 2008 operating budget compared to the 2007 budget would be 2.82%. On a motion by Mrs. Hartnett, seconded by Mrs. Gilman, the trustees unanimously voted to put forth a petition warrant article requesting the town to raise and appropriate \$20,158.00 for a 3% cost of living increase for all library employees effective April 1, 2008.

The second warrant article was for \$47,483.00, to be placed in the library's Employment Separation Benefits Expendable Trust Fund, which funds the buy-out of vacation and sick time owed to library employees upon separation. The director explained that this is the amount needed, in addition to what is in the fund, to pay the employees who plan to retire in 2008. She indicated that in 2007, the amount of money requested for this fund was the amount not spent from the library's 2006 appropriation. The amount needed in 2008 is more than the amount which will not be spent from the library's 2007 budget. However, in all years prior to the 2006 budget, the amount the library did not spend from its annual appropriation went back to the General Fund, and was not requested for specifically library purposes. On a motion by Mrs. Gilman, seconded by Mrs. Hartnett, the trustees unanimously voted to put forth a petition warrant article requesting the town to raise and appropriate \$47,483.00 to be placed in the Kelley Library Employment Separation Benefits Expendable Trust Fund.

The third item of New Business was Refunds to Patrons. The director explained that a patron who paid for a lost book which was subsequently found and returned has asked for a refund of his payment. The library's usual practice has been to put a credit on the patron's account, which can be used toward future fines and/or fees, but this patron does not want a credit. The director indicated that she and the assistant director would like to draft a formal policy, and at this point need to know if the trustees agree that a credit or refund should only be given if the item has not been replaced, and should be reduced by any fines or fees that were part of the payment made. The trustees agreed on both of those points, and the administrators will draft a policy for consideration by the trustees.

#### DIRECTOR'S REPORT

The director reported on recent well-attended events at the library: the Holiday Concert and Tea, the Holiday Train program for pre-schoolers, and the Polar Express program for elementary school children. She reported that three large boxes of mittens and hats for children had been collected on the Children's Room's Mitten Tree, and had been given to the Salvation Army for distribution to those in need. She distributed the revised library brochure which incorporates the changes made at the last trustees' meeting, and bookmarks about Deborah Berlin's KLAS events for the period January through May. She indicated that Chris Colella had located a coffee urn meeting the library's specifications at BJ's; she and Mrs. Gilman will purchase it the next day. The assistant director reported that the total number of unexpired library cards is 10,525: 8,810 adult and 1,715 juvenile. She distributed bookmarks regarding the upcoming PBS adaptations of six Jane Austen novels.

#### TRUSTEE MATTERS

Mrs. Hartnett thanked the director and assistant director for their history of service to the library, for giving the trustees plenty of notice of their intention to retire, and for their plans to assist in the transition in every way they can.

#### DATE AND HOUR OF NEXT MEETING

The next meeting was scheduled for Thursday, February 7, 2008 at 4:00 PM at the library. On a motion by Mrs. Gilman, seconded by Mrs. Hartnett, the trustees voted unanimously to adjourn at 5:55 PM.

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Respectfully submitted,  
Eleanor Strang, Director