

# LIBRARY TRUSTEES' MEETING

January 24, 2022

5:30 PM

## PRESENT

Kathleen Norton, Martin Isaks, Amy Wallace Natalie Ducharme and Laura Stevens. Kathleen Norton called the meeting to order at 5:31 PM.

## MINUTES

On a motion by Martin Isaks, seconded by Amy Wallace, the Trustees unanimously decided to accept the minutes for December 13, 2021.

## TREASURER'S REPORT

The trustees reviewed the printed copies of the following; annual report, the statement from Clafeld regarding the Mary Brock Trust, Salem Co-operative Bank's Certificate of Deposit.

The trustees reviewed the printed copies of the December Treasurer's Report

*Balances in trustee's accounts are as follows:*

Checking Account (Salem Coop Bank)	\$58,778.90
Certificate of Deposit (Salem Coop Bank)	\$11,166.12
Subtotal	\$69,945.05
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,430.97
Subtotal	\$ 8,430.97
<b>Total Trustee Funds</b>	<b>\$78,375.99</b>

There was one bill to pay

Findaway – for 1 Wonderbook - \$49.98

On a motion by Martin Isaks seconded by Amy Wallace the trustees voted unanimously to bill totaling \$49.98

## OLD BUSINESS

*The first order of Old Business was Fraud Policy.*

This item is tabled until the next meeting.

*The second order of Old Business was Security Camera Policy and the Circulation Policy.*

The trustees reviewed the revised draft of the Security Camera Policy. On a motion by Amy Wallace that was seconded by Martin Isaks the trustees voted unanimously to adopt the Security Camera Policy.

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The trustees also reviewed the revised draft of the Circulation Policy. On a motion by Amy Wallace that was seconded by Martin Isaks the trustees voted unanimously to adopt the Circulation Policy.

## *The third order of Old Business was the LED Lighting Conversion*

Ms. Ducharme reported that she is waiting on more information from LED Conversations and an updated proposal from Liberty regarding their Energy Efficiency Program.

## *The fourth order of Old Business was Citizen's Petitions*

The trustees discussed the budget process and how the petitions were being reviewed by the Budget Committee and the Board of Selectmen.

## *The fifth order of Old Business was Deliberative Session*

The trustees reviewed the 2022 budget and date and time of the deliberative session.

## *The Sixth order of Old Business was Annual Review*

The trustees completed the Annual Review

## **NEW BUSINESS**

*The first order of New Business was Public Internet Policy and Collection Development Policy.*

The trustees began reviewing these policies and recommended changes presented by Ms. Ducharme.

## **DIRECTOR'S REPORT**

Ms. Ducharme presented the yearly documents for review and inclusion in 2021 Salem Town Report.

## **TRUSTEE MATTERS**

There were no Trustee matters.

## **PUBLIC MATTERS**

David Hickernell expressed an interest in supporting libraries and becoming a candidate for library trustee.

## **DATE AND TIME OF NEXT MEETING**

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

-Monday, February 14<sup>th</sup> at 5:30PM at Kelley Library, Beshara Room

## **NON-PUBLIC MEETING**

Amy Wallace moved that the Trustees move into a non-public session pursuant to RSA 91A:311a, pertaining to personnel. Martin Isaks seconded. Kathleen Norton asked for a roll call vote: Martin Isaks voted in the affirmative. Amy Wallace voted in the affirmative and Kathleen Norton voted in the affirmative. The motion to move into non-public session passed and the Trustees moved into non-public session at 6:22PM.

## **ADJOURNMENT**

Having come out of non-public session at 6:50 PM, on a motion Martin Isaks, seconded by Amy Wallace, the Trustees voted unanimously to adjourn the meeting at 6:51 PM.