

LIBRARY TRUSTEES' MEETING

November 4, 2014

PRESENT

Martha Breen, Kathleen Norton, Cindy Jury, Alison Baker and Natalie Ducharme were present. Martha Breen called the meeting to order at 5:30 PM.

MINUTES

On a motion by Kathleen Norton, seconded by Cindy Jury, the Trustees voted unanimously to accept the minutes for the September 24, 2014 public meeting as printed. On a motion by Kathleen Norton, seconded by Cindy Jury, the Trustees voted unanimously to accept the minutes for the September 24, 2014 non-public meeting, with the correction of the meeting date.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$52,448.11 in the Salem Co-op checking account and \$10,681.33 in the Certificate of Deposit, \$8,767.56 in the Brock Trust Account and \$4,113.89 in the Marois Fund account, for a total of \$76,010.89.

There were a number of bills for consideration:

JFK Library (Pass)	\$250.00
McAuliffe-Shepard Discover Center (Pass)	\$250.00
See Science Center (Pass)	\$200.00
Reimbursement (Women's/Lion's Club gifts)	\$693.59

Total Bills **\$ 1,393.59**

There was a brief discussion about the reimbursement, repaying Ms. Baker for the purchase of the grocery cart and incentives for the 1000 Books by Kindergarten project. Ms. Baker was asked to report back concerning the Women's Club and Lion's Club gifts for the past 2 years.

On a motion by Cindy Jury, seconded by Kathleen Norton, the Trustees voted unanimously to accept the treasurer's report and pay the bills as presented.

The Trustees reviewed the treasurer's spreadsheet for September 2014 report. The Trustees then reviewed the expenditure reports for September 2014. Ms. Baker distributed a projection of the 2014 through the end of the year. This projection showed a surplus that should cover the potential costs of a COLA Warrant Article as well as an Employee Separation Warrant.

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OLD BUSINESS

The first order of Old Business was the 2015 Budget, Budget Committee presentation. Cindy Jury told Martha Breen about the presentation, mentioning that the memo had covered the Budget Committee's questions and there had been no further questions. The Trustees looked at the Budget calendar, noting that the preliminary votes on the Budget would be Wednesday evening. Ms. Baker presented the Trustees with adjustments to benefit costs that was sent over by the Finance Department. The changes will be presented to the Budget Committee. The changes will increase the bottomline by \$1,619: Worker's Comp up \$166, Unemployment down \$232, Health Insurance up \$2,427, and Dental Insurance down \$692.

The second order of Old Business was the Trustee projector project. Ms. Baker reported that the project installation is complete and working, and that staff training is underway. The plan is to invite regular users of the meeting rooms to a training as well, and to have a step-by-step manual available.

The third order of Old Business was the Security Cameras. Ms. Baker distributed copies of a proposal put together by a local business to provide the Trustees as a starting point for discussion. Based on the cost for interior and exterior coverage would be roughly \$15,000. The design and size of the building significantly create challenges for installation of the cameras and wiring. The Trustees will revisit this matter at a future meeting.

NEW BUSINESS

The first order of New Business was the calling of meetings, outside of regular Trustee meeting. Ms. Baker had noted that the Selectmen were now posting notice of meetings when attending the BudCom meetings, for instance. Ms. Baker distributed copies of the RSA governing this issue. The RSA basically says if the members are together with no intent of making a decision, then it is not a meeting that needs to be posted or one that would need minutes.

The second order of New Business was the Investment Policy annual reaffirmation. The Trustees reviewed the Library's Investment Policy. On a motion by Kathleen Norton, seconded by Cindy Jury, the Trustees unanimously voted to reaffirm the Investment Policy for another year. Ms. Baker will send a copy to the State as required.

The third order of New Business was the Energy Action Plan. The Town of Salem had asked Liberty Utilities to produce the plan for Town buildings, including the library. The Trustees reviewed the 7 recommendations. Ms. Baker reminded the Trustees that similar work had been done some 5 years ago through National Grid. The new, lower energy ballasts and bulbs installed at that time are not lasting as long and are far more

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expensive to replace. 25 have been replaced so far this year. The Trustees discussed at length with the following outcomes:

1. Retrofit ballasts and T8 bulbs: based on prior experience, the cost is just being shifted to a different line. No plan to pursue
2. Exterior HID fixtures with LED. Explore further – try and get specific breakout of cost of this part
3. Hot Water upgrade to on demand: The library tank is leased from Liberty Utilities. If they choose to retrofit, will pay the lease
4. Programmable thermostats: All for air conditioners are programmable. There are two other kinds of thermostats for the heat, will explore feasibility with CAC
5. Smart strips: Not useful in our setting. Will work on putting staff computers to sleep more quickly, however staff tends to only have on when using
6. Boiler Reset Control: We already have one that apparently was overlooked
7. New heating system: Will be part of next capital improvement plan. Will have to save towards appropriate system (oil or natural gas)

Ms. Baker was asked to communicate these plans to the Town Manager who is coordinating with Liberty Utilities.

The fourth order of New Business was a request from Chris Dillon, Recreation Department Director. He was asking if the Rotary Club could install 2 plaques at the Library recognizing the winners of the annual fishing derby. A member suggested the Library, thinking there were other trophies on display. The Trustees discussed at length. Based on the fact that there were no other similar trophies on display other than the Greater Salem Artists Association (with whom the Library has a long relationship) plaque in the meeting room and the extremely limited wall space, the Trustees reluctantly decided against hosting this award. They support the recognition of accomplishments, but would need to offer space to all groups.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights. Ms. Baker reported about the court appearance that she and May Ramirez were subpoenaed for in relation to the theft from the children's room cash register in the summer. Both had gone in for the trial, but a settlement had been reached just after their arrival.

TRUSTEE MATTERS

Martha Breen asked if the Library was going to host musical events again in December. Ms. Baker will work on it.

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PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for December 2nd at 5:30 PM at the library.

On a motion by Kathleen Norton, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 6:36 PM.