

LIBRARY TRUSTEES' MEETING
December 10, 2019

PRESENT

Kathleen Norton, Martin Isaks, Cindy Jury, Natalie Ducharme, and Alison Baker present. Kathleen Norton called the meeting to order at 5:34 PM.

MINUTES

Martin Isaks made a correction. On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to accept the meeting minutes as corrected for October 22, 2019.

TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows:

Balances in the trustees' accounts are as follows:

Checking Account (Salem Coop Bank)	\$ 49,123.46	
Certificate of Deposit (Salem Coop Bank)	\$ 10,999.87	
Subtotal	\$60,123.33	
Brock Trust Fund Interest Acct (Salem Coop)	\$ 10,329.97	
Marois Bequest Account (Salem Coop Bank)	\$ 274.21	
Subtotal	\$ 10,604.18	
Total Trustee Funds		\$70,727.51

Bills for Consideration

Merrimack Public Library	\$19.95	
Nesmith Public Library	\$ 9.93	
Hooksett Public Library	\$20.95	
Derry Public Library	\$44.50	
Total Bills		\$95.33

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to approve the report as presented and pay the bills for a total of \$95.33.

The Trustees reviewed the Trustee fund report as well as the expenditure reports for October. Ms. Baker reported that she had been doing projections for the rest of the year, and the budget looks in very good shape.

OLD BUSINESS

The first order of Old Business was the 2020 Budget Calendar Review and Warrant Article

LIBRARY TRUSTEES' MEETING

December 10, 2019

The Trustees had an extensive discussion on the rate for the employee COLA Warrant Article. The SEA contract was under negotiation, so the Trustees had several options. Additionally, they discussed potential options for the employee COLA in future budget years. The Trustees came to a decision to use the SS rate. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to bring forward a Citizen's Petition warrant for an employee COLA at the rate of 2.8% being the 2019 rate for the Social Security Administration.

The Trustees noted the upcoming dates for the Citizen's Petition Warrant and review. Ms. Baker will follow up with the Town Manager's assistant to clarify what seems to be the Selectmen and the Budget Committee meeting and voting the same day.

The second order of Old Business was Policy and By-Laws review

Ms. Baker distributed draft additions to the Meeting Room policy and the By-Laws. These were asked for by the Trustees at the previous meeting. She additionally included the Selectmen's Code of Ethics for potential adaption and adoption. The Trustees reviewed the documents, deciding to vote on the By-laws and ethics document at the next meeting. On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to accept the proposed addition to the Meeting Room policy.

The third order of Old Business was Trustee Expenditures, 2019 - update

Ms. Baker reported that the chairs had been paid for through the town credit card, so were no longer a Trustee purchase. She suggested that as a trade-off the Trustees adopt the updating of the conference room, starting with the new lights that had been installed that day. The Trustees agreed to the plan.

The fourth order of Old Business was Staff Training - update

Ms. Baker reported that the recommendations from several sources that deal with individuals with mental limitations had been folded into the new Customer Service manual that was set for printing. The manual would act as the basis for further discussion with staff about dealing with customers of all sorts.

The fifth order of Old Business was the transfer of the Marois and Brock Funds to Town per the operating budget

Ms. Baker gave Martin Isaks that bank materials and the amounts to transfer. This would close out the Marois Funds. Kate Norton arranged to meet Martin at the bank to complete the transactions by the end of the year.

NEW BUSINESS

The only order of New Business was the Annual Report from the Trustees for the Town Report.

Kate Norton agreed to put together the report. Ms. Baker will forward to Kate the report that she put together for the Town Report.

DIRECTOR'S REPORT

The Trustees reviewed the printed report for October and November. Natalie Ducharme talked about the library's participation in the Intergenerational Collaborative of Salem, with Cindy Jury joining in since her organization – Salem Family Resources – participates as well.

LIBRARY TRUSTEES' MEETING
December 10, 2019

TRUSTEE MATTERS

There were no Trustee Matters.

PUBLIC MATTERS

There were no Public Matters

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting for Thursday, January 9th at 2PM at the library.

The Trustees adjourned the meeting at 6:27 PM.

DRAFT