

LIBRARY TRUSTEES' MEETING

November 9, 2021

5:30 PM

PRESENT

Kathleen Norton, Martin Isaks, Amy Wallace Natalie Ducharme and Laura Stevens. Kathleen Norton called the meeting to order at 5:32 PM.

MINUTES

On a motion by Amy Wallace, seconded by Martin Isaks, the Trustees unanimously decided to accept the minutes for September 28, 2021

TREASURER'S REPORT

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

Balances in trustee's accounts are as follows:

Checking Account (Salem Coop Bank)	\$58,701.18
Certificate of Deposit (Salem Coop Bank)	\$ 11,160.53
Subtotal	\$69,861.71
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,430.26
Subtotal	\$ 8,430.26
Total Trustee Funds	\$78,291.97

No bills for consideration this month

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 Safety.

The trustees reviewed the quote regarding upgrading the library's security system. Ms. Ducharme was directed by the trustees to gather more information regarding video storage, location, duration and associated costs.

The third order of old Business was the 2022 Budget.

Ms. Ducharme informed the board that the final health care costs have a small decrease.

The fourth order of Old Business was Holidays

The trustees decided that since Juneteeth is not a holiday for town employees in 2022, they would not pursue it as a library holiday. On a motion by Kate Norton, seconded by Amy Wallace, the trustees unanimously voted to close Friday December 31, 2021 and Saturday January 1, 2022.

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The fifth order of Old Business was Citizen's Petitions

On a motion by Martin Isaks that was seconded by Amy Wallace, the trustees unanimously voted to have a petition that would close the Land Acquisition Fund (created in 2001 WA#13) to the general fund.

On a motion by Amy Wallace, seconded by Martin Isaks, the trustees unanimously voted to have a second petition that would transfer X (the amount in the Land Acquisition Fund) into the Library Building Capital Reserve Fund. Ms. Ducharme was directed to follow up with town for the exact amount and wording for these citizen's petitions and bring them to the next meeting. On a motion by Martin Isaks, seconded by Amy Wallace, the trustees unanimously voted a 2.5% COLA for library staff. Again, Ms. Ducharme was directed to follow up with town for the exact amount and wording of this third petition. The letter to the Selectmen regarding the citizens petitions will be discussed that the next meeting.

The sixth order of Old Business was annual review

The trustees reviewed a Library Director Evaluation from the New Hampshire Library Trustees Association. They felt this form is adequate for their needs. Ms. Ducharme was directed to complete a self-evaluation using this form for the next meeting.

The Seventh order of Old Business was Patron Correspondence

The trustees reviewed the correspondence and felt that no response needed at this time.

NEW BUSINESS

The first order of New Business was LED Conversion.

The trustees reviewed estimate for a LED conversion project. The trustees directed Ms. Ducharme to gather more information regarding the LED lifespan, and ease & cost of replacement LED lights. Ms. Ducharme is also directed to reach out to Salem school staff and discuss their experiences using LED lighting.

The second order of New Business was the Head of Youth Services job description.

Ms. Ducharme presented this new job description and discussed current library needs. The trustees will review this job description and discuss it at the next meeting.

DIRECTOR'S REPORT

The Trustees reviewed the printed report for August. Ms. Ducharme announced that Katherine Bollenboch is the new Head of User Services. Also, the Wonderbooks were unveiled in October with both the Lions Club and the Greater Salem Area Women's Club both in attendance for photos and video. This small collection is very popular.

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:

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5:30 PM

-Monday, December 13th at 5:30PM at Kelley Library, Beshara Room

ADJOURNMENT

On a motion Martin Isaks, seconded by Amy Wallace, the Trustees voted unanimously to adjourn the meeting at 6:50 PM.