

LIBRARY TRUSTEES' MEETING

May 20, 2024

5:30 PM

PRESENT

David Hickernell, Chris George, Kate Norton, Laura Stevens and Natalie Ducharme. Kate Norton called the meeting to order at 5:30 PM.

MINUTES

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the revised minutes for April 29, 2024.

TREASURER'S REPORT

The trustees reviewed the April 2024 Treasurer's Report. On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the Treasurer's Report for April 2024 and pay the Terminix invoice for \$4773.85,

April 2024

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$66,012.68
Certificate of Deposit (Salem Coop Bank)	\$11,485.73
Subtotal	\$77,498.41

Brock Trust Fund Interest Acct (Salem Coop)	\$8,577.16
Subtotal	\$ 8,577.16

Total Board of Trustees' Funds \$86,075.57

There is 1 bill to be paid at this time, Terminix invoice for \$4,773.85.

OLD BUSINESS

The first order of Old Business was the Employee Manual.

The trustees reviewed and revised the following sections

Section 1 – Introduction – suggestions and revisions made

Section 2 – Employment Relationship Policy

Section 4 – Employee Classifications Policy

Section 5 – Harassment Policy

Section 6 – Accommodations Policy

Section 8 – Pay Policy

Section 9- Employee Benefits Policy

Section 11 – Use of Library Policy

Section 12 – Performance Policy - tabled until next meeting

Section 15 – Drugs and Alcohol Policy - tabled until next meeting

Section 16 – Health and Safety Policy- tabled until next meeting

Section 17 – Privacy Policy tabled until next meeting

Section 18 – Computers, Emails, Internet Policy – tabled until next meeting

On a motion by David Hickernell, seconded by Chris George, policy sections 2,4,5,6,8,9,11 were unanimously approved.

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NEW BUSINESS

The first item of new business was the Temporary Part time Children's Job Description.

The trustees reviewed and revised the job description. On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the revised job description.

The first item of new business was donations.

Ms. Ducharme updated the trustees. Both the Salem Area Women's Club and the Salem Council on Aging have reached out to Ms. Ducharme, inquiring about donations. Ms. Ducharme has responded to both groups, but has not heard back yet.

DIRECTOR'S REPORT

The part time night cleaner has been posted, interviewed and hired. The starting date is scheduled for May 14, 2024.

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:

-Monday, June 24th at 5:30 PM in the Beshara Room

ADJOURNMENT

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 7:22 PM.