

LIBRARY TRUSTEES' MEETING

May 29, 2013

PRESENT

Kathleen Norton, Martha Breen, Annette Cooke, Michele Garneau and Alison Baker were present. Kathleen Norton called the meeting to order at 5:30 PM.

MINUTES

On a motion by Martha Breen, seconded by Kathleen Norton, the Trustees voted to accept the minutes for the April 10, 2013 meeting as printed. Annette Cooke abstained as she had not been at the meeting.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$43,028.79 in the Salem Co-op checking account and \$10,593.82 in the Certificate of Deposit, \$7,464.77 in the Brock Trust Account and \$4,957.77 in the Marois Fund account, for a total of \$66,045.15. The Trustees reviewed the monthly progress report for the Trustee accounts revenue/expenditure, which remains on track.

There were no bills. Ms. Baker asked if the Trustees would be interested in adding the Wright Museum of Wolfboro to the museum pass. An annual pass would be \$75.00 and the museum is devoted to World War II. After some discussion the Trustees agreed to try the pass for a year.

The Trustees reviewed the expenditure report for April, 2013. The expenditures were on track with the year 33% completed.

Ms. Baker reported that the Certificate of Deposit at the Salem Co-operative Bank had been renewed for the 11 month option.

OLD BUSINESS

The first item of Old Business was the 2014 Library budget's capital and improvements projects. Ms. Baker distributed the estimates received to date for the exterior painting of the building, and the replacement and upgrade of the lower lobby entrance and walkway. She distributed a comparison of the estimates as well. The Trustees discussed at length. Based on both projects being of genuine need, being long overdue, and the estimated costs for both projects together being less than \$20,000, the Trustees decided to move forward with both projects for the 2014 Budget cycle. Ms. Baker was asked to get additional estimates if possible.

The second order of Old Business was an update on Corey Nowak's Eagle Scout Project. Ms. Baker reported that Corey had shown Ms. Baker and Ms. Garneau a sample of the post and informational sheet that will be installed on the marsh border. Corey's work had impressed the staff, and they were excited to see the finished project. There will be a total of 6 evenly distributed between animals, plants and birds. The project should be completed long before the next school year.

The third order of Old Business was the State Report. This is the final step in the library's annual report process. The report had been submitted to the state and reflected

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statistics that had been gathered and published elsewhere in the annual report. The Trustees were given copies for their files. There were no questions concerning the report.

NEW BUSINESS

The first item of New Business was policy updates. Ms. Baker asked the Trustees to approve updates to Policy 10, which outlines leave and time off for staff. Because of changes reflecting the SEA contract, some changes were needed to reflect current levels. The Trustees reviewed the changes. On a motion by Martha Breen, seconded by Annette Cooke, the Trustees voted unanimously to approve the proposed updates to Policy 10 reflecting changes to the observed holidays, the sick day accrual, and the rate of sick leave accrual. Further discussion was held concerning new limits to vacation accrual, again based on changes to the SEA contract. On a motion by Martha Breen, seconded by the Trustees voted unanimously to approve the proposed addition to the Schedule for Vacation Accrual reflecting the limiting of vacation accrual to 20 days for employees with less than 15 years of service.

The second order of New Business was the Flagpole Light. Ms. Baker told the Trustees that staff members had paid for the installation of a Flagpole Light in honor of family members who had served in the Armed Forces. Unfortunately, the LED light had been stolen during the winter. Jon Croteau of Cornerstone Electric had generously donated a new fixture that fits down into the ground. The library picked up the cost of the installation of the new light for just over \$200. The Trustees expressed their thanks to Mr. Croteau for his generous donation. The American Legion Post 63 had donated a flag and arranged for members of Salem High's ROTC to perform a flag ceremony. Ms. Baker said that a plaque would be added soon.

The third order of New Business was Saturday hours for Salemfest. Ms. Baker reminded the Trustees they had approved extending Saturday hours to accommodate the Salemfest events. She reported that the group was asking for the library to stay open until 3PM this year. On a motion by Martha Breen, seconded by Annette Cooke, the Trustees voted unanimously to approve extending the Saturday hours to 3PM for Salemfest on September 22.

The fourth order of New Business was Graduation at Salem High School. Ms. Baker asked the Trustees to consider closing early on Graduation night due to difficult parking issues. Even when staff made an effort to reserve some spaces for patrons, the heavy traffic and parking along the streets discouraged users from coming to the library. After some discussion, the Trustees decided to try closing at 5PM on the evening of graduation. On a motion by Annette Cooke, seconded by Martha Breen, the Trustees voted unanimously to close the library early for Salem High Graduation. Ms. Baker was directed to check for the date as the calendar had changed because of winter weather.

The final order of New Business was Little Libraries. Ms. Baker reported having been contacted by a resident who wanted the library to spearhead the creation of a Little Library program in Salem. Ms. Baker distributed materials explaining the program: local residents build fanciful birdhouse-like structure to hold donated books, allowing for free exchange of used books. The Trustees discussed this at length. While they saw the

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merit of the program, they were not convinced this was something for the library to run, due to potential confusion about library books versus donated books. However, Ms. Baker was instructed to keep the idea for any future Eagle Scout projects. Kate Norton observed that something like a Little Library would be useful at the Bus Depot off 93. This sparked a conversation about Library Kiosks, and Ms. Baker was asked to look into the concept.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights. Of special note was the ongoing compliments staff receives from patrons from other libraries. Circulation staff and reference staff in particular are frequently praised for friendliness and readiness to help. Mrs. Breen said that it was certainly related to our emphasis on great customer service. Ms. Baker said that the staff has worked hard to put into practice many of the ideas that have been brought forward during the discussions about customer service. Kelley staff has always been ready to help and this just keeps improving.

The Trustees commented on the garden area that had been developed at the lobby entrance, saying that it was a great improvement.

TRUSTEE MATTERS

Annette Cooke mentioned that the Lion's Club is ready to present the plaque relating to the donation of the Teen Room. After some discussion, it was arranged for 5PM on June 13th.

PUBLIC MATTERS:

There were no public matters.

NON-PUBLIC MEETING:

At 6:21 PM, Annette Cooke made the motion that the Trustees move to a non-public session pursuant to RSA 91A:3IIa, pertaining to personnel. Martha Breen seconded. Kate Norton asked for a roll call vote: Annette Cooke voted in the affirmative, Martha Breen voted in the affirmative, and Kate Norton voted in the affirmative. The motion passed.

The Trustees came out of non-public session at 7:50 PM.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for June 24th at 5PM at the library.

On a motion by Annette Cooke, seconded by Martha Breen, the Trustees voted unanimously to adjourn the meeting at 7:50 PM.