

LIBRARY TRUSTEES' MEETING

February 22, 2012

PRESENT

Martha Breen, Joan Fardella, Kate Norton, Michele Garneau, and Alison Baker. Martha Breen called the meeting to order at 5:00 PM.

MINUTES

On a motion by Joan Fardella, seconded by Kate Norton, the Trustees voted unanimously to accept the minutes for the regular public meeting on January 11, 2012. On a motion by Kate Norton, seconded by Joan Fardella, the Trustees voted unanimously to accept the minutes for the Non-Public meeting on January 11, 2012. Mrs. Breen asked the Trustees if they wanted to seal the minutes. The Trustees voted unanimously to leave the minutes unsealed. On a motion by Joan Fardella, seconded by Kate Norton, the Trustees voted unanimously to accept the minutes for the Public Hearing on January 11, 2012.

PUBLIC MATTERS:

Seeing a member of the public, Mrs. Breen brought the Public Matters forward on the agenda. Mr. James Lombardozi thanked Mrs. Breen, saying he would be staying for the meeting anyway.

Mr. Lombardozi asked if the Trustees generally sealed Non-Public Minutes. Mrs. Breen said that it was frequently done, but not always.

Mr. Lombardozi asked if the Public Meeting minutes could be reopened and one of his comments be clarified. After some discussion, it was decided to include a note in the Public Hearing minutes referring readers to the minutes of today's meeting. On a motion by Joan Fardella, seconded by Kate Norton, the Trustees voted unanimously to amend the Public Hearing minutes to include a note concerning Mr. Lombardozi's clarification relative to statements made at the Public Hearing.

Mr. Lombardozi spoke at length saying that this section of the minutes:

Mr. Lombardozi spoke next on the safety of the library being a concern with the elimination of the night custodian, bringing up an incident that happened in the Quiet Study area of the library where two gentlemen almost came to blows over a disagreement, insinuating that the women on staff that night wouldn't have been able to handle the situation.

did not indicate his sincere belief that women can do as good if not better than men in jobs. It was not his intent to suggest that women were not capable. He had worked with women throughout his career and spoke highly of their abilities. The Trustees thanked him for his comments.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$41,284.86 in the Salem Co-op checking account, \$4,948.00 in the Marois Account, \$10,446.42 in

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the Certificate of Deposit, and \$6,042.83 in the Brock Trust Fund Interest account for a total of \$62,722.11.

There were two bills to consider: the Children's Museum of NH museum pass renewal and a Demco invoice for new shelving. On a motion by Joan Fardella, seconded by Kate Norton, the trustees unanimously voted to accept the treasurer's report with the reported balance of \$62,722.11 and to pay the bills being considered for a total of \$7,296.93.

The Trustees reviewed the final expenditure report for 2011. Ms. Baker reported that there was just enough left over to cover the warrant articles put forward for the 2nd Deliberative session. The Trustees then reviewed the expenditure report for January 2012. Ms. Baker explained that it was running in the negatives since the budget had not yet been approved at the polls. She also explained that the Building Maintenance line was high due to unexpected repairs to the phone line in the elevator, and a large number of ballasts needing to be replaced.

Mrs. Breen asked about the Van Delivery issues and Ms. Baker reported that the State Librarian spoke at the February GMILCS meeting about it. He had said that the system was unsustainable in spite of prior cuts, and GMILCS libraries will be facing further cuts in delivery. Ms. Baker said that the individual GMILCS libraries will be sharing the costs of additional delivery supplied through GMILCS. Ms. Norton mentioned that Windham joining GMILCS was being used as the explanation for the need for further cuts. Ms. Baker said that much of the cost for the additional delivery should be offset by the reduction in dues with a new member sharing the costs.

OLD BUSINESS

The first item of Old Business was the Annual Report. The Trustees now had the completed report, including the Treasurer's Report. The Treasurer's Report had been delayed, waiting for the final expenditure report for 2011. These documents will be posted to the website and will be in the Town Report as well.

The second item of Old Business was the 2012 Budget and Warrants, specifically the HVAC project being financed with a warrant. Ms. Baker reported that she had sent the estimates to Steve Artemis at Town, but formal bidding will probably be necessary, and start soon after the 2nd Deliberative in March. The Trustees need to decide between the two models for replacing the HVAC on the main floor: replace as is internally or place outside on the side roof. Ms. Baker was told to have a third party review the options.

The third item of Old Business was the Staff In-Service Day. Ms. Baker said that the day went well, with staff giving positive feedback. Ms. Baker was asked about the team projects where teams developed plans for addressing problems, all the plans were reviewed by the group with a final procedure agreed on. The problems had been submitted by the staff prior to the day. Mr. Lombardozzi asked what kind of problems were addressed and Ms. Baker said they were related to work and that the argument in the Quiet Study was actually one of the topics. Mrs. Fardella asked what the solution to that was, and Ms. Baker said it varied based on it being a verbal altercation, a physical altercation, addressed concerns staff had in approaching potentially uncontrollable

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conflicts. Ms. Baker said that staff determined to call the police should they feel threatened. The location of the various panic buttons was also reviewed.

The fourth item of Old Business was the reorganization of the children's room. Ms. Baker reported that the process was starting the following day and should last about a week. Plans had been changed to make closing the children's room unnecessary, but care would be taken to make sure no patron was at risk.

Ms. Baker presented the board with several other plans for the library, asking for the Trustee's approval:

- An art competition in cooperation with the High School to decorate the entrances to the children's room. A sponsor for a prize had been found, and the competition would be in the fall.
- Removal of one of the built-in shelving in the Director's office to create space for a small table for meetings. Ms. Baker was planning to personally purchase a tall, narrow bookcase, Mrs. Breen said the Trustees would do so.
- As part of the marketing plan, Ms. Baker and Ms. Garneau were planning to get sponsors, similar to the Rotary sponsoring summer reading events, for adult program series like the KLAS series.
- Ms. Baker would like the library to start a One Book, One Community program based on the House of the Seven Gables. The school librarian has expressed interest, and this would tie into a new production being offered by the Pontine Theater.

There was some discussion about each, with the Trustee giving Ms. Baker the go ahead on all.

NEW BUSINESS

The first order of New Business was the State Report. The Trustees each had a copy of the 2011 annual report completed as requested by the State Library. The report had been submitted to the State.

The second order of New Business was the updating of the Employee Handbook and related policies. The Town lawyer had reviewed them and had told Mrs. Breen he had some suggestions to make. Mrs. Breen had not heard back with details and will follow up. The matter was shelved until such information was provided.

The third order of New Business was a meeting room question. Ms. Baker detailed the request from a home school mother to use meeting room space twice a month for a several families who are home schooled. Ms. Baker was concerned that the request fell in a gray area between the intent of the meeting rooms and the policy that it could not be used as a business. As the parent explained that the children would be doing lessons, it could be considered that a school was being run at the library. On the other hand, the library should support literacy activities when possible. After a lengthy discussion, the Trustees decided to allow the use for the rest of the school year, with Ms. Baker reviewing the expectations for meeting room use with the parent. Mr. Lombardozzi

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suggested that they be required to leave the space as they found it, and was told that doing so was part of the meeting room policy, meeting room use guidelines posted in the meeting rooms. By signing the application, requesters are saying they are aware of the expectations. Mr. Lombardozzi recommended that this be reinforced with the parent.

The fourth order of New Business was the upcoming election for the Library Trustee spot that will be left open by Joan Fardella. Annette Cooke is running unopposed.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights.

TRUSTEE MATTERS

Mrs. Fardella said her goodbyes as this was the last meeting she would be attending as Trustee. She said that she had learned a lot about the library and the responsibilities of a trustee. She had liked working with all the Trustees. Mrs. Breen thanked Mrs. Fardella for all she had done as Trustee and the others attending added their thanks as well.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for March 21st at the library at 7:00 PM.

On a motion by Mrs. Fardella, seconded by Ms. Norton, the Trustees voted unanimously to adjourn the meeting at 6:04 PM.