

LIBRARY TRUSTEES' MEETING

September 19, 2012

PRESENT

Martha Breen, Kate Norton, Annette Cooke, and Alison Baker were present. Martha Breen called the meeting to order at 7:04 PM.

MINUTES

On a motion by Kate Norton, seconded by Annette Cooke, the Trustees voted unanimously to accept the minutes of August 14, 2012.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$39,564.26 in the Salem Co-op checking account and \$10,499.26 in the Certificate of Deposit, \$7,456.87 in the Brock Trust Account and 4,953.29 in the Marois Fund account, for a total of \$62,473.68.

There were two bills to consider:

Museum of Fine Arts, museum pass	\$475.00
Isabella Stewart Gardner Museum, pass	\$175.00
Total	\$650.00

On a motion by Kate Norton, seconded by Annette Cooke, the Trustees voted unanimously to pay the \$475.00 for the Museum of Fine Arts pass and \$175.00 for the Isabella Stewart Gardner Museum pass for a total of \$650.00.

There was no expenditure report for August as yet. The Trustees reviewed the July expenditure report that had not been available for the August meeting. The library remains on target with the budget.

OLD BUSINESS

The first order of Old Business was the 2013 budget. Martha Breen noted that a place holder had not been included for the Employee Retirement Benefit Line. After some discussion, it was decided to move \$1.00 from postage to this line. On a motion by Annette Cooke, seconded by Kate Norton, the Trustees voted unanimously to move \$1.00 from 70100-4451 Postage to 70100-4109 Employee Retirement Benefits in order to maintain this as an active line and enable transfers should staff retire, meriting a retirement benefits payment. Ms. Baker will notify the finance department of the change.

The Trustees reviewed the Budget Calendar. The Selectmen will be voting on the budget on September 19<sup>th</sup> and 20<sup>th</sup>. The Trustees will be before the Budget Committee on October 24<sup>th</sup>. Ms. Baker will verify the location and let the Trustees know.

The second item of Old Business was the request to the Lions Club for funding the new Teen Room. The Lion's Club had agreed to fund the entire project, and Annette Cooke talked about the plans of the Club. The Lions Club is ready whenever the Trustees are. Ms. Baker will work out a timing plan for the project. Martha Breen asked that the gift be added to the agenda of the next Trustee meeting. Ms. Baker was asked to make sure

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that local papers, the local public access TV channel and similar news outlets are aware of the project for further marketing.

### NEW BUSINESS

The first item of New Business was Debit/Credit payments. Ms. Baker reported that there has been a great deal of interest by the public to be able to offer this option. She asked the Trustees if it was a process they would like to pursue. The Trustees discussed at length, questioning if there were some RSA issues involved and what the fees would be. Ms. Baker was asked to explore the payment process further.

The second item of New Business was an estimate for repairs to the Lobby entrance walkway. US Pavement Services offered to do estimates on any potential work, and Ms. Baker asked for this one. The Trustees discussed the issue, and will consider the job to be funded through the Capital Improvement fund. Ms. Baker was asked to find out the process for warrants under SB2.

### DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights. She reported that the Book Sale at SalemFest had been a success, raising \$1,323.45, higher than last year.

### TRUSTEE MATTERS

Ms. Baker distributed a flyer for Trustee workshops in New Hampshire aimed at new board members.

### PUBLIC MATTERS:

There were no public matters.

### DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for October 24<sup>th</sup> at the library at 5:30 PM.

On a motion by Kate Norton, seconded by Annette Cooke, the Trustees voted unanimously to adjourn the meeting at 7:46 PM.

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