

LIBRARY TRUSTEES' MEETING
September 23, 2010

PRESENT

Martha Breen, Sally Gilman, Joan Fardella, Alison Baker, and Michele Garneau. Martha Breen called the meeting to order at 4:04 PM.

MINUTES

On a motion by Joan Fardella, seconded by Sally Gilman, the Trustees voted unanimously to accept the minutes from the August 19, 2010 meeting.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$37,180.41 in the Salem Co-op checking account, \$4,933.98 in the Marois Account, \$10,225.22 in the Certificate of Deposit, and \$4,580.78 in the Brock Trust Fund Interest account for a total of \$56,920.39.

There were three bills to consider: the pass for the Museum of Science for \$600.00, the pass for the Boston Children's Museum for \$700.00, the bill for the electrical work in the Children's Room by Berube and Sons for \$5,540.00. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees unanimously voted to pay these bills for a total of \$6,840.00.

Ms. Baker asked the Trustees if they would consider adding the Museum Pass for the JK Kennedy Presidential Library and Museum. The pass had been asked for often by patrons and would cost \$250.00 per year. Based on the interest by patrons, the Trustees agreed to add the pass. Ms. Baker will present the bill at the next meeting.

The expense reports for August was distributed and reviewed.

OLD BUSINESS

The first item of Old Business was the Employee Handbook. Ms. Baker distributed 2 more policies for review, to be discussed at the next meeting. Ms. Baker said that additional policies would be sent out to the Trustees before the next meeting. Ms. Baker asked if the library could be closed on Martin Luther King Day to provide for an inservice day. The inservice day would allow for the entire staff to review the new policies and the Employee Handbook. Ms. Baker reported that the schedule for the library made getting the whole staff together impossible, and that other libraries in the area were using inservice days for staff training. The Trustees asked Ms. Baker to investigate whether the schools are open that day.

The second item of Old Business was the 2011 Library Budget. The calendar for the budget process was reviewed, with the Trustees planning to attend the Budget Committee review on October 13.

The third item of Old Business was building repairs and maintenance. Ms. Baker reported that George Jones had not started, and had not been in touch concerning the project. She presented a bid from A&P Home Improvements for \$3,870. Ms. Baker was

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asked to make sure this company was insured and would complete a project in a timely manner. If so, the Trustees recommended that the project be given to A&P.

The fourth item of Old Business was reimbursements. Ms. Baker reported that the Salem Coop does not offer any kind of credit card. She was unable to find another easy source. The Trustees shelved the matter for future.

NEW BUSINESS

The first item of New Business the Holiday Tea. Ms. Baker will contact the Flute Ensemble for the tea, scheduled for December 11. The Trustees discussed having an event during National Library Week in the future.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights.

TRUSTEE MATTERS

Mrs. Fardella brought up a suggestion by Carla Billingham, an employee of the senior housing in town, that the library consider a daytime book group that her people would attend. After some discussion, it was decided to try one out. Mrs. Fardella agreed to lead this group, asking that it be scheduled the same week of the evening one she leads.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting as previously set is: October 28th at the library at 4:00 PM

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to adjourn the meeting at 4:52 PM.