

LIBRARY TRUSTEES' MEETING

July 17, 2013

PRESENT

Kathleen Norton, Martha Breen, Annette Cooke, and Alison Baker were present. Kathleen Norton called the meeting to order at 5:07 PM.

MINUTES

On a motion by Martha Breen, seconded by Kathleen Norton, the Trustees voted to accept the minutes for the June 24, 2013 meeting as printed.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$44,090.08 in the Salem Co-op checking account and \$10, 593.82 in the Certificate of Deposit, \$8, 830.80 in the Brock Trust Account and \$4,958.60 in the Marois Fund account, for a total of \$68,473.30. The Trustees reviewed the monthly progress report for the Trustee accounts revenue/expenditure, which remains on track.

There was one bill for consideration:

NH Historical Society (pass) \$60.00

Total Bills \$60.00

On a motion by Annette Cooke, seconded by Martha Breen, the Trustees voted unanimously to pay the bill to the NH Historical Society for a yearly pass for a total of \$60.00.

Ms. Baker distributed a list of donations made by local organizations and businesses for the Summer Reading Club:

Monetary:

Kiwanis Club of Salem NH \$1,200.00

Prize Donations

Annie's Hallmark	\$35.00 gift card
Auntie Anne's Pretzels	125 coupons for a free pretzel
Canobie Lake Park	4 complimentary admission tickets
Chief Wok	2 \$10 gift cards
Chocolate Moose	2 gift baskets
It's All About Moi	Toe rings/2pkgs
McDonald's	400 coupons for one free Cone
Park Place Lanes	112 coupons for a free string of bowling
Sal's Pizza	2 \$25 gift cards
Story Land	12 day passes
T-Bones/Cactus Jack	99 Free Kid's Meal coupons
Victorian Park mini-golf	20 free games
Who You Callin' Cupcake?	100 coupons for one free cupcake
Yogibo	6 Yogiballs
You're Fired	6 free studio fees

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The Trustees thanked the Kiwanis Club of Salem for their generous donation for programming, and the many local businesses for their donations of items for prizes. On a motion by Annette Cooke, seconded by Martha Breen, the Trustees voted unanimously to accept the Kiwanis Club donation of \$1200.00 and the other donated items.

Ms. Baker presented the invoice from Naxos for the classical music database that was budgeted for payment out of the Marois funds. The invoice was paid from the operating budget, and funds will need to be transferred from the Marois account to the checking account to send to Town to reimburse per RSA. Ms. Baker will find out the correct process for the next meeting.

OLD BUSINESS

The first item of Old Business was the 2014 Library budget. Ms. Baker presented the Trustees with two options to work from. After some review and discussion, the Trustees opted to work with option 2 and recommended several additions. Ms. Baker is to find out the cost for the computers typically purchased each year, with a view of purchasing 2. Additionally she is to discover the cost of setting up a staff network to allow for sharing of documents and forms. The Trustees also decided to include the repair of the walkway in the operating budget. Ms. Baker will make the recommended changes and share with the Trustees prior to the next meeting.

The second order of Old Business was the vote on the job description updates. On a motion by Martha Breen, seconded by Annette Cooke, the Trustees voted unanimously to accept the updated job descriptions as printed.

NEW BUSINESS

The only item of New Business was the annual reaffirmation of the Trustees' Investment Policy. The Trustees reviewed the policy. On a motion by Annette Cooke, seconded by Martha Breen, the Trustees voted unanimously to reaffirm the Investment Policy. Ms. Baker will forward to the State as required by RSA.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights. She mentioned there had been an ongoing series of repairs to the plumbing in the public bathrooms. The pipes and mechanisms are being replaced as they fail. As the fixtures and pipes are original equipment, it is expected they would need replacement. Of special note was the success of the FAX service now being offered by the library.

TRUSTEE MATTERS

Annette Cooke arranged for photographer Betty Gay to take photographs of the Trustees and the Lions Club plaque for the Teen Room. A press release will be developed and sent out with the photographs.

PUBLIC MATTERS:

There were no public matters.

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NON-PUBLIC MEETING:

At 6:15 Martha Breen made the motion that the Trustees move to a non-public session pursuant to RSA 91A:3IIa, pertaining to personnel. Annette Cooke 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. Ms. Garneau excused herself from the rest of the meeting.

The Trustees came out of non-public session at 6:35 PM.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for August 14th at 5:15PM at the library.

On a motion by Martha Breen, seconded by Annette Cooke, the Trustees voted unanimously to adjourn the meeting at 6:42 PM.