

# LIBRARY TRUSTEES' MEETING

February 23, 2016

## **PRESENT**

Kathleen Norton, Martha Breen, Cindy Jury, Natalie Ducharme, and Alison Baker were present. Kathleen Norton called the meeting to order at 5:35 PM.

## **MINUTES**

Martha Breen noted that 'as printed' should read 'with correction'. On a motion by Martha Breen, seconded by Cindy Jury, the Trustees voted unanimously to accept the minutes for the January 26, 2016 public meeting with correction.

## **TREASURER'S REPORT**

Ms. Baker reported the current balances of the Trustees' accounts as follows: \$41,067.10 in the Salem Co-op checking account and \$10,743.47 in the Certificate of Deposit, \$6,493.86 in the Brock Trust Account and \$3,268.45 in the Marois Fund account, for a total of \$61,572.88.

There were 3 bills for consideration:

Strawbery Banke Museum Pass	\$250.00	
Currier Museum of Art Pass	\$ 80.00	
Children's Museum of NH	\$300.00	
	Total Bills	\$ 630.00

On a motion by Martha Breen, seconded by Cindy Jury, the trustees voted unanimously to accept the Treasurer's Report as printed, and to the payment of the bills totaling \$630.00.

The Trustees reviewed the spreadsheet tracking the Trustees funds for January.

The Trustees reviewed the final expenditure report for Budget Year 2015.

## **OLD BUSINESS**

The only order of Old Business was the Employee Separation Warrant – planning. Martha Breen reported that Selectman Chair Keller had called her concerning the Library's presentation of warrants, and shared his thoughts and recommendations. The Trustees discussed at length, ultimately deciding to work on a policy governing preparing for separation liabilities, as well as determining goals concerning managing benefits. Getting more general information about Town benefits, COLAs and similar for budget preparations will be required as the Trustees move away from mirroring the SEA contract.

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Ms. Baker was directed to contact other libraries of similar size and/or similar communities to discover how they handle preparation for separation costs, merit pay increases, grievance process, and similar.

## **NEW BUSINESS**

The only order of New Business was Planning Ahead for the Year. The Trustees discussed at great length the potential facility work needed in the next 5 to 10 years, and how to fund the projects. Ms. Baker was directed to talk with the proper staff at Town concerning CIP, and the bid process. Additionally Ms. Baker was directed to talk with the Finance Director concerning the best way to finance the work.

The Trustees will work to create a schedule of needed improvements.

## **DIRECTOR'S REPORT**

The Trustees reviewed the report for January 2016. Ms. Ducharme talked briefly about the Big Read initiative the Library is participating in with other area libraries. The plan is based around the book What They Carried, by Tim O'Brien, and will focus on veterans.

## **TRUSTEE MATTERS**

Martha Breen said that she had thoroughly enjoyed her years of service on the Library Board of Trustees, will miss it, and will always remain available to the Trustees. The Trustees presented Martha Breen with a small gift and flowers in thanks for her 18 years of service on the Kelley Library Board of Trustees. In addition, it was announced that the small Conference Room will be remodeled and named the [Martha] Breen Meeting Room.

## **PUBLIC MATTERS**

There were no Public matters.

## **DATE AND TIME OF NEXT MEETING**

The date and time for the next meeting was set for March 14<sup>th</sup> 2:00PM at the library.

On a motion by Cindy Jury, seconded by Martha Breen, the Trustees voted unanimously to adjourn the meeting at 6:41 PM.