

# LIBRARY TRUSTEES' MEETING

October 1, 2009

## PRESENT

Martha Breen, Sally Gilman, Joan Fardella, Alison Baker, Andrew Richmond

Sally Gilman called the meeting to order at 4:05 AM.

## MINUTES

On a motion by Mrs. Fardella, seconded by Mrs. Gilman, the Trustees voted unanimously accepted the minutes of the September 9, 2009 meeting as written.

## TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$30,247.31 in the checking account, \$4,927.32 in the Marois Account, \$10,000.00 in the Certificate of Deposit, and \$3,093.24 in the Brock Trust Fund Interest account for a total of \$48,267.87.

Ms. Baker presented 2 bills for consideration:

- Boston Children's Museum Pass: \$ 675.00
- First Access Technologies: \$4,571.00

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to pay \$5,246.00 in bills

Ms. Baker distributed the most recent Expenditure Report (August 09) for review by the Trustees.

## OLD BUSINESS

The first order of Old Business was the memo for the Budget Committee in regards to the 2010 Budget. The Trustees reviewed the proposed memo. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to accept the proposed memo to the Budget Committee. Ms. Baker was directed to send it over to the Budget Committee.

The second order of Old Business was the final review of the roof specs. After some discussion, the Trustees decided to make the recommended changes to the specs, including: update of children's room entrance diagram, change of dates to reflect correct time-line, inclusion of stronger and clearer terminology concerning repair of any structural damage revealed when the roof tiles are removed, changing to open bid process. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees unanimously accepted the RFP for the re-roofing project for the Kelley Library with the revisions recommended. Ms. Baker was instructed to move forward with the bid process.

The third order of Old Business was the phone system. Ms. Baker reported that the installation went smoothly with no interruption of service. First Access has been very responsive in dealing with the few glitches and changes needed since the install.

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### NEW BUSINESS

The only order of new business was the Holiday Tea. After some discussion, the Trustees decided to hold the event on December 12 at the usual time with the Windham Flute Ensemble as the entertainment. All attending were asked to look into other possible entertainers for the future.

### DIRECTOR'S REPORT

Ms. Baker reported the SalemFest had been enormously successful with 8 organizations using the library grounds, and a larger crowd overall.

The quiet reading nook continues to develop. Two chairs had been generously donated for the space, making the sitting much more comfortable. The area had been well received by the public.

The Historical Room had been cleared with an eye to offer it to the AARP tax group for the 2010 tax season.

New receipt printers were up and running, replacing the old due date cards and Gaylord chargers. Gaylord no longer supported these products and our equipment was beginning to malfunction, therefore precipitating the installation of the printers. This should also streamline the checkout process and save staff time for other growing tasks such as reserves.

Ms. Baker gave an update on staff on extended leave: James Thomas is scheduled to come back to work on October 13, starting at a reduced schedule. Paula Weaver is still dealing with health problems.

Total circulation was 23014, a 7.5% increase. The children's department also posted a second consecutive month of growth. Computer bookings remain high with a total of 2307 sessions booked. There were 18265 visits to the library in September. 70 groups booked meeting space in September, plus 3 Salem Rec Dept classes and there were 10 library programs.

### TRUSTEE MATTERS

Mrs. Breen asked the Trustees if it was appropriate to reexamine the existing meeting room policy. The Trustees were unanimous in agreeing that the policy should be reviewed at the next meeting. Ms. Baker distributed information and sample policies from other libraries for the Trustees to reference when reviewing the existing policy.

### DATE AND TIME OF NEXT MEETING

The next meeting was set for October 29, 2009 at 4:00 PM at the library.

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to adjourn the meeting at 5:42 PM.