

# LIBRARY TRUSTEES' MEETING

December 13, 2022

5:30 PM

## PRESENT

Kathleen Norton, David Hickernell, Chris George, Natalie Ducharme and Laura Stevens. Kathleen Norton called the meeting to order at 5:34 PM.

## MINUTES

On a motion by David Hickernell, seconded by Chris George, the trustees unanimously voted to accept the amended minutes for November 14, 2022.

## TREASURER'S REPORT

The trustees reviewed the Treasurer's Report. On a motion by David Hickernell, seconded by Chris George, the trustees unanimously decided to accept the Treasurer's Report.

*Balances in trustee's accounts are as follows:*

Checking Account (Salem Coop Bank)	\$60,385.43
Certificate of Deposit (Salem Coop Bank)	\$11,191.95
Subtotal	\$70,577.38
Brock Trust Fund Interest Acct (Salem Coop)	\$10,570.90
Subtotal	\$ 10,570.90

**Total Trustee Funds** \$82,148.28

There are 3 bills for consideration this month

\$326.55 Amazon purchases for seniors include shopping cart, magnifiers and large print activity books

\$1,876.80 S&S Worldwide for 4 bookcases for the children's room

\$242.26 Town of Salem for annual printing income from Princh Wireless Printing Service

On a motion by David Hickernell, seconded by Chris George, the trustees unanimously voted to pay these 3 bills totaling \$2,445.61.

## OLD BUSINESS

*The first order of Old Business was Citizen's Petition Boiler Project.*

After a thoughtful and thorough discussion the trustees unanimously voted to proceed with the funding for boiler replacement project. The Citizen's Petition warrant is called "Kelley Library Board of Trustees' Petition for: Funding for the Capital Reserve Fund" in the amount of \$65,649.00. Ms. Ducharme will be providing informational/education materials for the general public regarding this warrant.

## NEW BUSINESS

*The first order of New Business was Budget Committee Reduction of the 2023 Budget*

Trustees discussed that the budget increased requested was only 1.7% (or \$27,843 increase) which including salary increases for the first time. Salary increases had been previously handled as a citizen's petition warrant.

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Additional budget cuts by the Budget Committee resulted in a \$32,417 reduction which is lower than the 2022 default budget. The trustees had a considerate and detailed discussion of how and where to make cuts were discussed.

*The Second order of New Business was Citizen's Petition Warrant Requesting Funds of \$32,417 to be Added to the 2023 Kelley Library Operating Budget.*

After an exhaustive discussion the trustees concluded that they should go forward with this petition. The trustees unanimously voted for an operating budget increase request of \$32,417. The language of the petition will be vetted by town.

*The third order of New Business was Memos to the Board of Selectmen and the Budget Committee Regarding the 2 Citizen's Petitions.*

The trustees reviewed draft proposals of the 2 citizen petition warrants which include the impact of the budget cuts and the boiler replacement project details. Ms. Ducharme was directed to revise these memos that then can be sent to the Board of Selectman and the Budget Committee.

*The fourth order of New Business was Public Education and Information Regarding the 2 Citizen's Petition Warrants.*

Ms. Ducharme discussed methods of informing the public including bookmarks, emails, videos on SCTV-17. The trustees support these efforts.

*The fifth order of New Business was Revision of the Circulation Policy.*

On a motion by David Hickernell, seconded by Chris George, the trustees unanimously voted to accept the revised circulation policy.

*The sixth order of New Business was Revision of the Dress Code for Staff.*

On a motion by David Hickernell, seconded by Kate Norton, the trustees unanimously voted to accept the revised Dress Code for Staff.

## **DIRECTOR'S REPORT**

Director's Report for Nov-Dec was postponed until January.

## **TRUSTEE MATTERS**

There were no trustee matters.

## **PUBLIC MATTERS**

There were no public matters

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

The Trustees set the date and time for the next meeting:

-Tuesday, January 24th at 5:30PM at Kelley Library, Beshara Room

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**ADJOURNMENT**

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 7:43 PM.