

LIBRARY TRUSTEES' MEETING

July 18, 2012

PRESENT

Martha Breen, Kate Norton, Annette Cooke and Alison Baker. Martha Breen called the meeting to order at 7:02 PM. Michele Garneau joined at 8:04.

MINUTES

On a motion by Kate Norton, seconded by Annette Cooke, the Trustees voted unanimously to accept the minutes of May 23, 2012.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$38,518.95 in the Salem Co-op checking account and \$10,499.26 in the Certificate of Deposit, \$6,045.85 in the Brock Trust Account and 4,952.03 in the Marois Fund account, for a total of \$60,016.09.

There were 4 bills to consider:

Zoo New England Pass	\$400.00
New Hampshire Historical Society	\$ 60.00
NH Library Trustees Assoc. Membership	\$100.00
McAuliffe-Shepard Discovery Center	\$250.00

Total \$810.00

On a motion by Annette Cooke, seconded by Kate Norton, the Trustees voted unanimously to accept the Treasurer's Report and pay the bills for a total of \$810.00.

Ms. Baker presented the annual payment from the Brock Trust for a total of \$1408.09. Ms. Norton will deposit the check into the Brock Trust.

Ms. Baker asked for the Trustees to approve the releasing of funds:

Employee Separation: \$333.76
Capital Improvement: \$8000.00

On a motion by Annette Cooke, seconded by Kate Norton, the Trustees voted unanimously to approve the release of the Employee Separation Funds in the amount of \$333.76 and the Capital Improvement Funds in the amount of \$8000.00.

The Trustees reviewed the expenditure report for June 2012. The library was on target with just under 50% expended with 50% of the year completed.

Ms. Baker distributed the quarterly gift report. The Trustees accepted a total of \$1174.21 in gifts:

Memorials (Lynn Wong): \$821.07
Restricted Gifts(Audrey McGuirk): \$353.14
Unrestricted Gifts (Frances Morency): \$100.00
Grant (Kiwanis Club): \$1000.00

On a motion by Kate Norton, seconded by Annette Cooke, the Trustees voted unanimously to accept the donations and grant.

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OLD BUSINESS

The only item of Old Business was the HVAC project. Ms. Baker reported that the new system has been working great, keeping the library at temperature. Additionally, there have been constant compliments from the public, with several saying they were glad that they had voted to use the funds for the project.

NEW BUSINESS

The first item of New Business was Trustee Bonding. Ms. Baker reported that Jane Savastano, Finance Director for the Town of Salem, had recommended that the Trustees be bonded as they handle significant funds. The cost will be minimal. The bond applications were distributed to the Trustees for completion.

The second item of New Business was possible purchases from Trustee Funds. Ms. Baker distributed a sheet reviewing several items for the Trustees to consider purchasing. The list included a new book drop, a new Microfilm reader, and blinds throughout the library. The Trustees discussed at length and will consider inclusion in the 2013 budget.

The third item of New Business was a proposal for a building project. Ms. Baker distributed a proposal to create a Teen area by expanding into the Lancaster Meeting Room (see attached). The project could be fully funded within the 2013 operating budget and the residue of the Capital Fund. Other options, such as donations, were also considered. The Trustees discussed the project at length. This proposal will be considered for inclusion in the 2013 budget.

The fourth item of New Business was garbage service. Ms. Baker reported that the library had not been part of the Town's proposal, awarded to Waste Management. Currently, the library is continuing its relationship with Casela for an annual cost of \$600. Ms. Baker had contacted Rick Russell and Waste Management to determine if the library was part of the agreement. Waste Management will do the service at no cost, which seems questionable as the library is not really part of the Town and traditionally has paid independently for service. Ms. Baker asked the Trustees to make the decision between the two services. Ms. Baker was directed to discuss the situation with the Town Manager and report back.

The fifth item of New Business was the 2013 budget. The Trustees reviewed the initial proposed budgets, one including the 2.5% COLA in the operating budget and one based on the COLA being a Warrant Article. Ms. Baker was asked to find out if any COLA Warrants will be put forward by the Town. The Trustees reviewed the budget calendar and saw no mention of the library's budget being presented to the Selectmen. Ms. Baker was asked to clarify with the Town.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights. The various conferences and workshops attended by staff were highlighted.

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TRUSTEE MATTERS

Ms. Baker apologized for not being able to give any update concerning natural gas in the town. This will be ready for report at the next meeting.

PUBLIC MATTERS:

There were no Public Matters

NON-PUBLIC SESSION:

At 8:37 PM, Ms. Norton made the motion that the trustee move to a non-public session pursuant to RSA 91A:3IIa, pertaining to personnel. Mrs. Cooke seconded. Mrs. Breen asked for a roll call vote: Annette Cooke voted in the affirmative, Kate Norton voted in the affirmative, and Martha Breen voted in the affirmative. The motion passed.

At 8:56 PM, the board returned to open session.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for August 14th at the library at 5:00 PM.

On a motion by Mrs. Cooke, seconded by Ms. Norton, the Trustees voted unanimously to adjourn the meeting at 8:59 PM.

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Proposed Building Project

Kelley Library

2012 – 2013

Project Overview:

To create a dedicated Teen area that will address the interests and needs of this group of the community.

Specific Plans:

Cut through the wall between the children's room and the Lancaster Room. The Lancaster Room could then become the Lancaster Teen Area.

Costs:

- Cutting through the wall: \$3900
- Removal of asbestos tile and mastic at entrance: \$1450
- Framing of the new entrance: Minimal, can be done by custodian
- Current entrance to space: This will kept locked with an internal release that will set off an alarm. \$25 - \$75
- Shelving: No cost – enough available from other areas of the library to provide sufficient space
- Furnishings: No cost - Plenty of chairs leftover. Tables and chairs will be brought in from other areas of the library. There will be extras as a result of the replacement program for existing tables and chairs. The furnishings can be updated over a period of time
- Décor: Paint – this will be done by the teens themselves. Cost of paint roughly \$100 and covered through normal maintenance budget

Issues:

1. Cost of demo – there is sufficient in the budget plus the capital improvement fund to fully cover the project
2. Loss of the Lancaster Room for meetings –
 - The Lancaster Room has only been used for meetings for the past 3.5 years.
 - We will be able to use the space for teen programs as well as some daytime children's programs.
 - Changes in the children's room has made it more usable for story time, potentially opening up some meeting space time.
 - The storage and historical rooms are being cleared, opening the possibility of using them for Library programs
3. Logistics of the move
 - In general it will be an easier process than the work in the children's room or upper level.
 - Since we are moving into a new space, the project does not have to be rushed, allowing staff to take their time to do it

Benefits:

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1. Teen services is one of the growing areas in the library
2. Teens are as big a demographic as children and deserve similar attention
3. This will locate the department as a natural progression from the children's room and allows for the level of noise that is natural for this age group
4. Vital space will be freed up on the upper level
 - a. Allowing for expansion of growth collections
 - b. Allowing for a more neighborhood set-up for the collection
5. Creation of a Teen Area could lend itself to some fundraising or donations from the public