

LIBRARY TRUSTEES' MEETING

April 13, 2011

PRESENT

Martha Breen, Joan Fardella, Kathleen Norton, Alison Baker and Michele Garneau. Mrs. Breen called the meeting to order at 5:03 PM.

MINUTES

On a motion by Kate Norton, seconded by Joan Fardella, the Trustees voted unanimously to accept the minutes from the March 29, 2011 meeting.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$38,325.21 in the Salem Co-op checking account, \$4,939.72 in the Marois Account, \$10,330.48 in the Certificate of Deposit, and \$4,587.70 in the Brock Trust Fund Interest account for a total of \$58,183.11.

There were two bills to consider: Museum of Fine Arts Boston museum pass renewal for \$200.00 and the American Independence Museum pass renewal for \$50.00. On a motion by Mrs. Fardella, seconded by Ms. Norton, the Trustees unanimously voted to pay the bills for a total of \$250.00.

Ms. Baker distributed the expenditure report for February 2011, the most recent available. Mrs. Breen expressed hope that a more up-to-date expenditure report with the 2011 budget figures would be available next time. Ms. Baker reported that the reports are usually made available mid-month.

Mrs. Fardella and Ms. Norton had gone to the Salem Cooperative Bank to update signators for the accounts. The Trustees signed updated forms to be sent back to the bank.

OLD BUSINESS

The first order of Old Business was the library roof. Ms. Baker reported that the bid notice had been published in the paper the prior week, and there had been a lot of interest from companies as far away as Connecticut. The bids are due on April 28th and the Trustees asked Ms. Baker to work on them as soon as possible upon her return from vacation.

The second order of Old Business was the Trustee Conference. The Trustees reviewed the scheduled sessions and decided that there was nothing of real interest being offered and they will revisit attending the next conference in 2012.

The third order of Old Business was the informal reception for the Town Manager. The Trustees reviewed the possible dates provided by Maureen Witley, Administrative Assistant to the Manager. The decision was made to have the reception set up on the main floor on May 11th at 8:30 AM.

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NEW BUSINESS

The first order of New Business was the annual State Report. Ms. Baker distributed copies to the Trustees for their review.

The second order of New Business was the goals for 2011/2012. Ms. Baker distributed copies of the individual departmental goals with timelines for each goal. This is a new process that will help with the whole process in accomplishing and evaluating the goals. Ms. Baker reported that the 1st quarter of the year will be goal planning with the timeline for accomplishment running from the second quarter through the first quarter of the following year.

The third order of New Business was the 2012 Budget timetable. Ms. Baker asked the Trustees to move the process forward a month to allow for sufficient time to review the finalized budget before submission in September. The Trustees accepted the suggestion.

DIRECTOR'S REPORT

Ms. Baker distributed the report and the Trustees reviewed the details. Ms. Baker talked about two programs underway with the staff, one an interdepartmental competition and one involving reaching specific benchmarks by 12/12/2012. Circulation was strong, posting over a 6% increase over 2010, and all other use indicators shared similar increases.

TRUSTEE MATTERS

Mrs. Fardella reported that Mrs. Gilman was delighted with the idea of a book donation in her name. The Trustees reviewed some options and made a selection. Ms. Baker will place the order.

PUBLIC MATTERS

There were no public matters.

NON-PUBLIC SESSION:

At 5:50 PM, Mrs. Fardella made the motion that the trustee move to a non-public session pursuant to RSA 91A:3IIa, discussion of compensation. Mrs. Breen seconded, the trustees were individually polled and all voted to open a non-public session.

At 6:05, the board returned to open session.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set as May 11th at the library at 5:00 PM.

On a motion by Ms. Norton, seconded by Mrs. Fardella, the Trustees voted unanimously to adjourn the meeting at 6:09 PM.