

# LIBRARY TRUSTEES' MEETING

August 19, 2019

## PRESENT

Kathleen Norton, Martin Isaks, Cindy Jury, Natalie Ducharme, and Alison Baker present. Kathleen Norton called the meeting to order at 5:16 PM.

## MINUTES

On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to accept the non-public meeting minutes for June 17, 2019. On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to accept the public meeting minutes for June 17, 2019.

## TREASURER'S REPORT

Ms. Baker reported the current balances of the Trustees' accounts as follows:

Checking Account (Salem Coop Bank)	\$ 50,384.96
Certificate of Deposit (Salem Coop Bank)	\$ 10,972.32
Subtotal	\$61,357.28
Brock Trust Fund Interest Acct (Salem Coop)	\$ 8,592.27
Marois Bequest Account (Salem Coop Bank)	\$ 274.15
Subtotal	\$ 8,866.42
<b>Total Trustee Funds</b>	<b>\$70,223.70</b>

## *Bills for Consideration*

S&S Worldwide (Furnishing)	\$ 2,138.93
Distinctive Window Coverings (Blinds)	\$ 2,359.00
Manchester City Library	\$ 16.00
<b>Total Bills</b>	<b>\$ 4,513.93</b>

On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to approve the report as presented and pay the three bills for a total of \$4,513.93.

The Trustees looked over the expenditure reports for July.

## OLD BUSINESS

*The first order of Old Business was the 2020 Budget*

The Trustees discussed at length. Because of there being a significant savings over 2019, the Trustees discussed several options to include in the 2020 budget, ultimately settling on two: sufficient funds to cover the new Director hire, and a project to upgrade the fixtures in the two public bathrooms.

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After selecting the potential salary level for the new director, the Trustees directed Ms. Baker to get updated benefits costs from Town. Additionally, she was asked to get a quote from a plumber for the bathroom project. Both of these need to be completed before the end of the month for the Trustees to do a final vote on the 2020 budget for submission at the end of the month.

The Trustees will review the memo to the Selectmen concerning the 2020 Budget and send Ms. Baker any suggestions. Ms. Baker will revise to reflect the changes planned by the Trustees.

*The second order of Old Business was Policy and By-Laws review*

The Trustees will review again with a view of a full discussion in September.

## **NEW BUSINESS**

*There was no new business.*

## **DIRECTOR'S REPORT**

The Trustees reviewed the printed report for June and July.

## **TRUSTEE MATTERS**

The Trustees discussed related topics concerning two different complaints from customers with mental challenges and their experience at the library. After an extensive discussion, Ms. Baker will look for representatives from local care organizations to provide training with a focus on positive interactions.

## **PUBLIC MATTERS**

There were no Public Matters

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

The Trustees set the date and time for the next meeting for September 30<sup>th</sup> at 5:30 PM at the library.

The meeting was adjourned at 6:32 PM.