

LIBRARY TRUSTEES' MEETING

August 14, 2012

PRESENT

Martha Breen, Kate Norton, Annette Cooke, Michele Garneau, and Alison Baker were present. Martha Breen called the meeting to order at 5:02 PM.

MINUTES

On a motion by Annette Cooke, seconded by Kate Norton, the Trustees voted unanimously to accept the minutes of July 18, 2012 as amended. On a motion by Kate Norton, seconded by Annette Cooke, the Trustees voted unanimously to accept the minutes of the non-public meeting of July 18, 2012 as amended.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$39,105.66 in the Salem Co-op checking account and \$10,499.26 in the Certificate of Deposit, \$7,456.87 in the Brock Trust Account and 4,952.66 in the Marois Fund account, for a total of \$62,414.45.

There was one bill to consider:

Boston Museum of Science, museum pass	\$600.00
Total	\$600.00

On a motion by Annette Cooke, seconded by Kate Norton, the Trustees voted unanimously to accept the Treasurer's Report. On a motion by Kate Norton, seconded by Annette Cooke, the Trustees voted unanimously to pay the bill for a total of \$600.00.

There was no expenditure report for July as yet.

OLD BUSINESS

The Old Business items were reorganized to pull forward topics related to the 2013 budget first.

The first item of Old Business was therefore Garbage services. Ms. Baker reported that she had met with the Town Manager as requested by the Trustees. Mr. Hickey did not see any problem with accepting the offer from Waste Management. The Trustees discussed the issue at length. On a motion by Kate Norton, seconded by Annette Cooke, the Trustees voted unanimously to change trash contractors from Casella to Waste Management, currently under contract with the Town of Salem. Ms. Baker was directed to contact Casella and terminate service.

The second item of Old Business was Possible Purchases. Following the request of the Trustees, Ms. Baker had evaluated the list and prioritized. Her top priorities were adding to the Materials of Trade line and the purchase of a replacement for the Microfilm Reader. The repairman had come and was able to get the reader working with no guarantee for how long. He said it was no longer serviceable, parts were no longer available, and recommended replacement. Ms. Baker had added the cost for these two items into the proposed budget for the Trustees' review.

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The third order of Old Business was the 2013 budget. The Trustees reviewed each line to evaluate what funding to include in the budget. Ms. Baker pointed out a 5% increase in the Materials of Trade line, representing only half on what was cut in 2012. While visits and other indicators were up 3%, circulation had dropped 10% reflecting the 10% cut in the Materials of Trade line. The Library was not able to fully support the needs of the community at the reduced level. She also discussed the inclusion of purchases from the Marios Account and the Brock Trust for a total of \$2,300. These planned purchases are required to be included in the operating budget per RSA. The Trustees discussed the \$2,000 reduction in the postage line and the line was left as is based on the usage in 2012. Ms. Baker explained the \$12,157 increase in the Office Furniture and Equipment line. This increase included the \$8,485 for a reconditioned microfilm reader, \$6,094 for the annual purchase of 7 computers, plus an additional \$4358 for 5 more computers. The Library's ILS will not support Windows XP after mid year 2013. 17 staff computers will need to be replaced, 5 this year, the remainder in 2013. The Trustees reduced the Rubbish Removal line to \$1.00. The Building Maintenance line saw a reduction of \$12,000 reflecting the funds added in the 2012 line to cover the HVAC project.

After a lengthy discussion, the Trustees finalized the 2013 budget. On a motion by Annette Cooke, seconded by Kate Norton, the Trustees unanimously voted to put forward their 2013 Library Budget for a bottom line of \$1,369,247 which is a 3.71% increase from the 2012, when the library accepted a 10% cut.

Ms. Baker reported having talked with Jane Savastano, Finance Director, concerning the Trustee presentation to the Selectmen. September 13 at 6:00 PM had been selected as the day, and the Trustees will be there to make the presentation.

The Trustees reviewed a draft memo to the Selectmen concerning the 2013 budget. After a careful discussion and many changes, Ms. Baker was directed to email the revised copy for the Trustees to review.

The fourth item of Old Business was Salemfest and Library Hours. Ms. Baker asked if the Trustees had come to a decision concerning the shorter hours on Saturday and the fact that Salemfest lasts 2 hours longer. As a host location, this would be of some concern. The Trustees held a brief discussion, weighing the various issues. On a motion by Annette Cooke, seconded by Kate Norton, the Trustees voted unanimously to remain open until 4:00PM on Saturday, September 15, 2012 for Salemfest.

### NEW BUSINESS

The only item of New Business was Leasing Parking Spaces. Ms. Baker reported that Greystone Manor had asked if it would be possible to lease some parking spaces in the Library parking lot. The Trustees discussed the issue and came to the decision that leasing out some spaces would not be in the best interest of the Library's patrons.

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### DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights. The Trustees were particularly interested in details concerning the film highlighting innovative libraries. Ms. Baker talked about some of the ideas, and which are being considered for the Library. In addition, Ms. Baker was asked to expand on the exploration of the bill process. She reported that it was next in a long list of processes that have not been evaluated for a number of years, with a new policy as a result.

### TRUSTEE MATTERS

Ms. Norton brought up the Teen area proposal. Mrs. Cooke reported that she is hopeful that the Lions Club will be able to donate the cost. She shared the letter of request prepared by Library staff with the Trustees. She asked for and received the support of the other Trustees for moving forward with the request.

### PUBLIC MATTERS:

There were no Public Matters

### DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for September 19<sup>th</sup> at the library at 7:00 PM.

On a motion by Kate Norton, seconded by Annette Cooke, the Trustees voted unanimously to adjourn the meeting at 6:22 PM.