

LIBRARY TRUSTEES' MEETING

August 26, 2025

5:30 PM

PRESENT

Kate Norton, Chris George, Douglass Knight, Laura Stevens and Natalie Ducharme. Kate Norton called the meeting to order at 5:31 PM.

MINUTES

The revised July minutes were reviewed. On a motion by Douglass Knight, seconded by Chris George, the minutes were passed 3-0.

TREASURER'S REPORT

The trustees reviewed the May, June and July treasurer's reports. Ms. Ducharme shared that Square reporting and Salem Co-Op's checking account reporting does not always align due to payments transfer dates. Square reports match to Aspen and Polaris. She included a separate Square report with the types of payments. She will continue to do this monthly as part of the treasurer's report. On a motion by Douglass Knight, seconded by Chris George, the trustees unanimously accepted the May, June and July treasurer's report.

May 2025

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$66,893.98
Certificate of Deposit (Salem Co-op Bank)*	\$11,678.50 (February Balance)

*only annual statement now available

Subtotal	\$78,572.48
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Brock Trust Fund Interest Acct (Salem Co-op)	\$8,582.40
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Subtotal	\$8,582.40
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<i>Total Board of Trustees' Funds</i>	\$87,154.88
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There are no bills to be paid at this time.

June 2025

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$67,351.73
Certificate of Deposit (Salem Co-op Bank)*	\$11,678.50 (February Balance)

*only annual statement now available

Subtotal	\$79,030.23
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Brock Trust Fund Interest Acct (Salem Co-op)	\$8,583.13
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Subtotal	\$8,583.13
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<i>Total Board of Trustees' Funds</i>	\$87,613.36
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There are no bills to be paid at this time.

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July 2025

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$68,495.56
Certificate of Deposit (Salem Co-op Bank)*	\$11,678.50 (February Balance)

*only annual statement now available

Subtotal	\$80,174.06
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Brock Trust Fund Interest Acct (Salem Co-op)	\$8,583.86
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Subtotal	\$8,583.86
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Total Board of Trustees' Funds	\$88,757.92
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There are no bills to be paid at this time.

OLD BUSINESS

The first Order of Old Business was 2026 Operating Budget.

Ms. Ducharme reported that nothing has been received from town regarding the 2026 Budget.

The Second Order of Old Business was incremental AC units in the Edward V. Reed Wing.

Ms. Ducharme reported that the AC units have aged out and finding replacement parts are extremely challenging. Ms. Ducharme and the Senior Custodian will be researching a new AC system during 2026 to put together a capital project for the 2027 budget.

The Third Order of Old Business was the quotes from the security camera companies.

Ms. Ducharme reported the need for exterior cameras and an additional internal camera was due to vandalism. Without the 2026 budget draft, she is unable to make a recommendation at this time as to which quote to include in the Building Enhancement line.

NEW BUSINESS

The first order of New Business was the revised minutes of the April 29 2024 meeting.

The Employment Classifications Policy was inadvertently left out of the approved minutes. On a motion by Douglass Knight, seconded by Chris George, the Employment Classifications Policy was added to the April 29, 2024 minutes. The vote was 2-0 -0. Douglass Knight was ineligible to vote on these minutes.

The second order of New Business was the revised minutes of the July 15, 2024 meeting.

The Hiring Policy was inadvertently left out of the approved minutes. On a motion by Douglass Knight, seconded by Chris George, the Hiring Policy was added to the July 15, 2024 minutes. The vote was 2-0 -0. Douglass Knight was ineligible to vote on these minutes.

The third order of New Business was the Circulation Policy.

The Circulation Policy was revised to include adult puzzles and remove laptops

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DIRECTOR'S REPORT

Ms. Ducharme reported that the number of visitors in July exceeded 10,000. This is a substantial increase, primarily due to the Youth Services Department making the space inviting and offering a variety of educational and developmentally appropriate activities.

Ms. Ducharme also asked for guidance regarding two building projects; the stump removal and a replacement ramp for the shed. The trustees decided that these projects could be done this fall and would be paid from trustee funds.

In addition, Ms. Ducharme asked that the trustees set aside \$1,000.00 for the Youth Services Department. With the constant use and needs for different ages, there is a demand to replace and/or add items as needed. Kate Norton made the motion authorizing the Youth Services Department to spend a \$1,000.00 for public furniture and educational resources." On a motion by Douglass Knight, seconded by Chris George, the motion passed were passed 3-0. As items are purchased the invoices will be brought to the Trustees for payment.

Lastly, Ms. Ducharme discussed the quote to have electricity brought to the shed. She has received one quote thus far. She discussed the possibility of having it paid from the remainder of the 2025 budget or including it the 2026 budget. Without the 2026 budget draft, it is impossible to move forward at this time.

TRUSTEE MATTERS

Chris George brought up the length of time that held items are available for pickup. Ms. Ducharme and Ms. Stevens remarked that this has not been evaluated in a decade or more. They will review and make changes.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

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

-Monday, September 15, 2025 at 5:30 pm in the Beshara Room

ADJOURNMENT

On a motion by Douglass Knight, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 6:32 PM.