

LIBRARY TRUSTEES' MEETING

July 15, 2024

5:30 PM

PRESENT

David Hickernell, Kate Norton, Chris George, Laura Stevens and Natalie Ducharme. Kate Norton called the meeting to order at 5:30 PM.

MINUTES

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the revised minutes for June 24, 2024.

TREASURER'S REPORT

The trustees reviewed the June 2024 Treasurer's Report. On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the Treasurer's Report for June 2024.

June 2024

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$62,088.94
Certificate of Deposit (Salem Coop Bank)	\$11,524.15
Subtotal	\$73,613.09

Brock Trust Fund Interest Acct (Salem Coop)	\$10,362.75
Subtotal	\$ 10,362.75

Total Board of Trustees' Funds \$83,975.84

On a motion by David Hickernell, seconded by Chris George, the trustees unanimously voted to authorize the spending of up to \$1,100.00 (\$1,000 from the Salem Area Women's Club – GFWC's donation) for 2 black metal display carts, updating educational toys for Play Group and educational activities for Story Explorers. There is one bill to be paid at this time, Director, Natalie Ducharme reimbursement in the amount of \$354.42 for personally purchasing Tonie characters.

Ms. Ducharme reported that the annual Brock donation is \$1,784.83. The trustees will discuss when to meet at Salem Co-op to transfer these funds to town at a later date. Ms Ducharme gave an update of the online payments through Square. GMILCS Circ/ILL has developed a best practice for ascertaining the type of payments made via Square online payments. Ms. Ducharme gave out a revised year-to-date Trustee Funds report for May 2024 with the breakdown of Square payments and fees.

The trustees thanked the Greater Salem Area Women's Club for their generous donation of \$1,000.00

OLD BUSINESS

The first order of Old Business was the Employee Manual.

The trustees reviewed and revised the following sections

Section 3 – Hiring Policy

Section 10 – Leave/Time Off Policy

Section 16- Drugs and Alcohol Policy

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On a motion by David Hickernell and seconded by Chris George, revised section 3 was unanimously approved. On a motion by David Hickernell and seconded by Chris George, revised section 10 was unanimously approved. On a motion by David Hickernell and Chris George the revised section 16 was unanimously approved.

NEW BUSINESS

The first order of New Business was the Youth Services Librarian job description.

The trustees reviewed and approved the Youth Services Librarian job description with a motion by David Hickernell, seconded by Chris George. The vote was 3-0.

The second order of New Business was possible Citizen's Petitions.

Ms. Ducharme explained that the Kelley Library Separation Fund has not had money added to it since 2014. It currently has a balance of \$56,562. To be fully funded in 2025, it would need a fund balance of approximately \$80,000. The trustees will continue the discussion as to how to best proceed at the next trustee meeting.

Ms. Ducharme brought the \$ 4,542.76 in the HVAC project fund to the trustees' attention. The trustees discussed several options for this fund and will continue the discussion at the next trustee meeting.

DIRECTOR'S REPORT

The trustees reviewed the Director's Report. A new part time night cleaner has been hired in June. He will start in mid-July. A new 15 hour Part Time Circulation Aide has been hired. She will begin in August, covering for a scheduled 10-12 week leave.

TRUSTEE MATTERS

There were no trustee matters.

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 August 19, 2024 at 5:30 pm in the Beshara Room

ADJOURNMENT

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 7:19 PM.