

LIBRARY TRUSTEES' MEETING

June 16, 2025

5:30 PM

PRESENT

Kate Norton, Chris George, Douglass Knight, Natalie Ducharme and Laura Stevens. Kate Norton called the meeting to order at 5:32 PM.

MINUTES

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

TREASURER'S REPORT

There was no Treasurers Report for May 2025. The trustees as authorized agents of the Library Building Capital Reserve Fund signed the memo authorizing the Trustee of the Trust Funds to move money from the library fund to pay for the elevator hydraulic fluid tank repairs. There are several bills to pay.

1. Reimbursement for Amazon books for "Fiesta of Fun" coming next month
 - i. Intergenerational Collaborative of Salem event Salem Woods donated snacks and gift basket, Salem Council on aging gave \$150 for books, Kelley Library added an additional \$50.00 for Books
2. Purchase of Large Print books from the Salem Council on Aging. This expends the remainder of their donation for this year. There will be one additional invoice for titles not released yet.
 - i. Centerpoint Large Print invoice no. 2173758 for \$53.89
On a motion by Douglass Knight, seconded by Chris George, the trustees unanimously voted to pay this invoice for \$53.89
 - ii. Centerpoint Large Print invoice no. 2171399 for \$115.31
On a motion by Douglass Knight, seconded by Chris George, the trustees unanimously voted to pay this invoice for \$115.31
3. Reimbursement to GMICLS libraries for damaged books by a Kelley patron
 - i. Goffstown Public Library - \$24.95
On a motion by Douglass Knight, seconded by Chris George, the trustees unanimously voted to pay this invoice for \$24.95
 - ii. Leach Library, Londonderry NH - \$27.95
On a motion by Douglass Knight, seconded by Chris George, the trustees unanimously voted to pay this invoice for \$27.95
 - iii. Manchester City Library - \$56.90
On a motion by Douglass Knight, seconded by Chris George, the trustees unanimously voted to pay this invoice for \$56.90
 - iv. Nesmith Library, Windham NH – \$ 16.95 invoice
On a motion by Douglass Knight, seconded by Chris George, the trustees unanimously voted to pay this invoice for \$16.95

Mr. Douglass will go to the bank to have his name added to the library's accounts

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OLD BUSINESS

The first Order of Old Business was Employee Manual revision.

Section 15 – Work Place Behavior and Standard of Conduct was reviewed and revised. On a motion by Chris George, seconded by Douglass Knight, this policy was unanimously passed.

The second order of Old Business was the Trustee manual.

The trustees reviewed the Sales and Solicitation Policy. On a motion by Chris George, seconded by Kate Norton, the trustees voted 2-1 to adopt this policy.

NEW BUSINESS

The first order of New Business was Salembation. – August 9, 2025 – Closing

Ms. Ducharme explained that due to Salem's 275th anniversary programs happening at SHS and the Field of Dreams on Saturday, August 9, 2025, Veterans Memorial Parkway is being blocked off and parking will be a major problem. She recommending closing this day. After a brief discussion, Douglass Knight made the motion to close, Chris George seconded and the trustees unanimously voted to close on Saturday, August 9, 2025.

The second order of New Business was 20 hour Help Desk Support Position job description.

The trustees reviewed and revised the job description. On a motion by Douglass knight, seconded by Chris George, the trustees unanimously voted to accept the revised job description.

The third order of New Business was the 2026 budget.

Ms. Ducharme shared that due to vandalism outside the building regarding the rodent traps & termite traps, she will be including increased expenses for additional cameras. She will be getting quotes in July and August.

DIRECTOR'S REPORT

Ms. Ducharme mentioned that she visited all five elementary schools second grade classes to promote the summer reading program. She also mentioned that the Senior Custodian reached out to an arborist for an opinion regarding the cherry tree. The arborist said the tree is dying and should be removed. The tree has a donation plaque with it. The Senior Custodian has made plans for the tree to be removed. Ms. Ducharme explained that she wants to move the plaque to the cement wall and plant a shrub there to continue to honor the donor's intentions.

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 July 21, 2025 at 5:30 pm in the Beshara Room

ADJOURNMENT

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On a motion by Douglass Knight, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 6:29 PM.