

LIBRARY TRUSTEES' MEETING

April 29, 2024

5:30 PM

PRESENT

David Hickernell, Chris George, Kate Norton, Laura Stevens and Natalie Ducharme. Kate Norton called the meeting to order at 5:45 PM.

MINUTES

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the revised minutes for March 25, 2024. On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the non-public minutes of March 25, 2024. On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to seal the non-public minutes of March 25, 2024.

TREASURER'S REPORT

The trustees reviewed the March 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 March 2024.

March 2024

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$65,030.08
Certificate of Deposit (Salem Coop Bank)	\$11,466.88
Subtotal	\$76,496.96

Brock Trust Fund Interest Acct (Salem Coop)	\$8,576.81
Subtotal	\$ 8,576.81

Total Board of Trustees' Funds \$85,073.77

There are no bills to be paid at this time.

OLD BUSINESS

The first order of Old Business was the patron letter.

Ms. Ducharme provided two drafts of the letter. The trustees choose the second version and made revisions. Ms. Ducharme will have this letter ready for the signatures as soon as possible.

NEW BUSINESS

The first item of new business was the Employee Manual revision.

The trustees reviewed four revisions for the manual.

Policy 4 Employment Classifications was unanimously approved with a motion from David Hickernell and seconded by Chris George.

Policy 7 Pay was unanimously approved with a motion by David Hickernell and seconded by Chris George.

Policy 12.3 Dress Code was unanimously approved with a motion by David Hickernell and seconded by Chris George.

Policy 12.9 Progressive Discipline was removed and replaced with Corrective Action. Policy 12.9 was unanimously approved with a motion by David Hickernell and seconded by Chris George

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Benefits Packages – Full Time Staff was unanimously approved with a motion by David Hickernell and Seconded by Chris George.

The second item of new business was the Investment Policy.

The trustees reviewed and revised the Investment Policy. On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the revised policy.

DIRECTOR'S REPORT

Ms. Ducharme reported that a new Head of Youth Services had been hired. A new 20 hour circulation position had been hired and a new 15 hour circulation position had been hired. The part time night cleaner and the full time children's position have yet to be filled.

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, May 20th 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 6:58 PM.