

# LIBRARY TRUSTEES' MEETING

April 21, 2025

5:30 PM

## **PRESENT**

Kate Norton, Chris George, Douglass Knight, Natalie Ducharme and Laura Stevens. Kate Norton called the meeting to order at 5:33 PM.

## **MINUTES**

The March minutes were reviewed. On a motion by Chris George, seconded by Kate Norton, the minutes were passed 2-0.

## ***March 2025***

*Balances in Board of Trustees' accounts are as follows:*

Checking Account (Salem Co-op Bank)	\$66,030.74
Certificate of Deposit (Salem Coop Bank)	\$11,678.50 (Feb balance)
March CD Interest unavailable	TBA
Subtotal	\$77,709.24

Brock Trust Fund Interest Acct (Salem Coop)	\$8,580.91
March Interest unavailable	TBA
Subtotal	\$8,580.91

***Total Board of Trustees' Funds***      \$86,290.15

There are one bills to be paid.

1. Performer – Professor Bugman Entomology Adventures \$300.00 Ms. Ducharme is waiting for the Salem Area Women's Club donation before paying for this summer performer.

The trustees also discussed the need to update the bank accounts. In addition, due to the elimination of bank passbooks, the trustees need to direct the monthly Brock Trust Fund and the CD account monthly statements sent to the library. The trustees stated that they would coordinate this.

## **OLD BUSINESS**

*The first Order of Old Business was elections and choosing of officers.*

On a motion by Chris George, seconded by Douglass Knight, Kate Norton was unanimously voted chair.

On a motion by Kate Norton, seconded by Douglass Knight, Chris George was unanimously voted vice-chair

On a motion by Chris George, seconded by Kate Norton, Douglas Knight was unanimously voted treasurer.

*The second order of Old Business was the Trustee manual.*

After the Trustee Code of Ethics was reviewed, the trustees voted unanimously to reaffirm the Trustee Code of Ethics. It was an unanimous vote. Chris George made the motion and Douglass Knight seconded. The trustees also reviewed the Library Board of Trustees bylaws. On a motion by Chris George, seconded by Douglass Knight, the trustees unanimously voted to reaffirm the Library Board of Trustee bylaws.

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*The third order of Old Business was the Employee Manual.*

After section 7 – Hours was reviewed, the trustees unanimously decided to accept this policy. Douglass Knight made the motion and Chris George seconded it.

Section 15- Workplace Behavior and Standard of Conduct was tabled until the next meeting.

*The fourth order of Old Business was the Trustee Manual.*

After reviewing the Teem Room Policy, the trustees voted unanimously to accept this policy. Douglass Knight made the motion and Chris George seconded. The trustees also reviewed the Safety for Minors policy and voted unanimously to accept it. Douglass Knight made the motion and Chris George seconded.

## **NEW BUSINESS**

*The first order of New Business was the Trustee Manual.*

The trustees were give a draft of the Sales, solicitation policy for discussion at the next meeting.

The trustees reviewed a draft of the Public Internet Policy. After reviewing this policy, the trustees unanimously voted to accept it. Douglass Knight made the motion and Chris George seconded.

## **DIRECTOR'S REPORT**

Ms. Ducharme explained that the new lawn equipment has arrived and she was having difficulty trying to depose of the old equipment. She also explained that the hydraulic fluid tank was replaced and the elevator is back up to code. Ms. Ducharme participated in Salem's 275<sup>th</sup> anniversary with a program at the Alice Hall Library. The program was libraries past and present and it was well received. The Head of User Services was hired and will begin work on Thursday, May 7, 2025. In addition, the part time cleaner will resign effective April 25, 2025. The Head of Information Services is planning on resigning, but no date yet.

## **TRUSTEE MATTERS**

There were no trustee matters.

## **PUBLIC MATTERS**

New residents to Salem were interesting in understanding how library budgets and financing work in New Hampshire. They are library supporters and offered to help with fundraising.

## **DATE AND TIME OF NEXT MEETING**

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

-Monday May 19, 2025 at 5:30 pm in the Beshara Room

## **ADJOURNMENT**

On a motion by Chris George, seconded by Kate Norton, the trustees voted unanimously to adjourn the meeting at 6:54 PM.