

LIBRARY TRUSTEES' MEETING

January 12, 2025

5:30 PM

PRESENT

Kate Norton, Chris George, Douglass Knight, and Natalie Ducharme. Kate Norton called the meeting to order at 5:38 PM.

MINUTES

The Minutes of the November 17, 2025 nonpublic session were reviewed as to whether or not the minutes warranted sealing. On a motion by Chris George, seconded by Kate Norton, the trustees voted to not seal the non-public minutes therefore making the minutes public. The vote was 2-0-1 with Douglass Knight abstaining. The December 16, 2025 minutes were reviewed. On a motion by Douglass Knight, seconded by Chris George, the minutes were unanimously passed.

TREASURER'S REPORT

The trustees reviewed the Treasurer's Report. On a motion by Douglass Knight, seconded by Chris George the trustees unanimously voted to make the annual Princh reimbursement to town for printing and copying. Douglass Knight and Chris George made arrangements for the annual Brock donation to the Town of Salem.

The Public Hearing regarding the \$10,000.00 private donation had no one attend. The trustees will go ahead with the plan to use these funds for the Youth Services circulation area and Youth Services office furnishings.

December 2025

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$81,628.66
Certificate of Deposit (Salem Co-op Bank)*	\$11,678.50 (February Balance)
*only annual statement now available	

Subtotal	\$93,307.16
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Brock Trust Fund Interest Acct (Salem Co-op)	\$9,847.22
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Subtotal	\$9,847.22
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<i>Total Board of Trustees' Funds</i>	\$103,154.38
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There is one bill to pay- Princh reimbursement to Town - \$817.82

OLD BUSINESS

The First Order of Old Business was trash/recycling pickup.

Ms. Ducharme reported she had more information from different companies. K-Town was the most reasonable. On a motion by Douglass Knight, seconded by Chris George, the trustees voted to no more than \$400.00 per quarter for trash pickup with K-Town.

The Second Order of Old Business was the 1st amendment audit.

Ms. Ducharme reported that the group posted a video when they visited the Salem Police Dept. and they spliced in some scenes from their prior post when they visited the Kelley Library.

This resulted in a few harassing/threatening/obscene phone calls and another Right to Know request. Ms. Ducharme also reported that meetings with staff regarding 1st amendment audit went well. Staff understand the issues involved and how best to respond.

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The Third Order of Old Business was an update on the museum pass to Plimouth Patuxet Plantation.
This item was tabled until the next meeting.

The Fourth Order of Old Business was moving the Certificate of Deposit.

Ms. Ducharme reported that she had reached out to various libraries and the one name she hears most often is NH PDIP. It is the New Hampshire Public Deposit Investment Pool. It provides New Hampshire's public entities with a professionally managed investment program. It is guided by the New Hampshire State Treasurer and Advisory Committee. The trustee will review NH PDIP's website and asked Ms. Ducharme to setup a meeting with a representative from NH PDIP.

NEW BUSINESS

The first order of New Business was a director phone.

Ms. Ducharme reported that as training for the assistant treasurer of GMILCS, she will need to access an authorization app for 2 party verification. Ms. Ducharme was looking for guidance regarding the use of a personal phone for library and/or GMILCS business was appropriate. After a brief discussion, the trustees directed Ms. Ducharme to reach out to the GMILCS board and find out what requirements the board has regarding this matter.

The second order of New Business was the Annual Reports to be included in the Town Report.

The trustees reviewed the 3 documents Ms. Ducharme presented. After editing, the revised documents were forwarded to town. Kate Norton brought a draft of the Trustee Report for the trustees to review. This document was also forwarded to town.

DIRECTOR'S REPORT

Ms. Ducharme reported that the Supply Chain Manager has returned from leave and is currently working part time. Ms. Ducharme also reiterated that the staff meetings went well.

TRUSTEE MATTERS

A trustee asked if memorial books could be purchased with trustee funds. After a brief discussion, the trustees decided to go forward with a memorial purchase.

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, February 23, 2026.

ADJOURNMENT

On a motion by Douglass Knight, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 6:47 PM.