

LIBRARY TRUSTEES' MEETING

November 19, 2024

5:30 PM

PRESENT

David Hickernell, Kate Norton, Chris George, Kate Norton called the meeting to order at 5:30 PM.

MINUTES

The September 9, 2024 minutes were reviewed and unanimously approved with a motion by David Hickernell, seconded by Chris Georg.

The September 16, 2024 minutes were reviewed and revised. On a motion by David Hickernell, seconded by Chris George, the revised minutes were unanimously approved.

TREASURER'S REPORT

The trustees reviewed the August and November Treasurers reports. The November Treasurer's Report included September and October. On a motion by David Hickernell, seconded by Chris George, both the August and September minutes were unanimously approved. The trustees reviewed and signed the annually required documentation from Citizen's bank which oversees the Mary E. Brock Trust. Lastly, the trustees discussed the auditor's suggestion and the possibility of using Quickbooks. The cost of Quickbooks is prohibitive and not an option. Ms. Ducharme was directed to reach out to the Finance Director and discuss making the audit process smother.

August 2024

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$63,405.30
Certificate of Deposit (Salem Coop Bank)	\$11,563.34
Subtotal	\$74,968.64

Brock Trust Fund Interest Acct (Salem Coop)	\$8,578.80
Subtotal	\$ 8,578.80

Total Board of Trustees' Funds \$83,547.44

There are no bills to be paid at this time

September 2024

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$62,782.16
Certificate of Deposit (Salem Coop Bank)	\$11,583.35
Subtotal	\$74,364.51

Brock Trust Fund Interest Acct (Salem Coop)	\$8,579.15
Subtotal	\$ 8,579.15

Total Board of Trustees' Funds \$82,943.66

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October 2024

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$64,182.56
Certificate of Deposit (Salem Coop Bank)	\$11,602.02
Subtotal	\$75,784.58

Brock Trust Fund Interest Acct (Salem Coop)	\$8,579.51
Subtotal	\$ 8,579.51

Total Board of Trustees' Funds \$84,364.09

There are 2 Reimbursements to be signed at this time. These will be paid from the library operating budget.

Princh reimbursement of \$699.00	to Natalie Ducharme
Wix reimbursement of \$576.00	to Natalie Ducharme

OLD BUSINESS

The first Order of Old Business was the Warrant for \$8,000 reimbursement for the new energy efficient heating system.

After a brief discussion the trustees plan on going forward with this warrant.

The Second Order of Old Business was the Employee Manual Revision.

The trustees decided to take this up at future meetings.

NEW BUSINESS

The first order of New Business was the Replacement of the Elevator's Hydraulic Fluid Tank.

Ms. Ducharme reported that this was discovered at most recent inspection. The trustees discussed the need for an additional warrant. After further discussion, it was decided that the trustees will attend a Budget Committee meeting and let them know that this second warrant is coming.

DIRECTOR'S REPORT

The Director's Report included September, October and November. Ms. Ducharme pointed to November's patron count of 8, 279, stating that this is the highest patron count ever. The increase is due to the hard work of the Assistant Director and Head of Youth Services. They are revamping the youth programming and the new programs are incredibly popular.

TRUSTEE MATTERS

There were no trustee matters.

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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 December 9, 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 6:53 PM.