

LIBRARY TRUSTEES' MEETING

December 9, 2024

5:30 PM

PRESENT

David Hickernell, Kate Norton, Natalie Ducharme, Chris George and Laura Stevens. Kate Norton called the meeting to order at 5:36 PM.

MINUTES

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

TREASURER'S REPORT

Ms. Ducharme reported on her meeting with the Finance Director. The auditor's requests were discussed and a plan created. Ms. Ducharme will send over the 2024 backup financial spreadsheets after the Trustees have approved the December Treasurer's report. The Finance Director will include them for the audit. In 2025, Ms. Ducharme will send backup financial spreadsheets monthly, after the trustees have approved the Treasurer's Report. The trustees supported this plan and Ms. Ducharme will inform the Finance Director as such.

Ms. Ducharme discussed her idea for monthly jigsaw puzzle tournaments in Jan, Feb and March of 2025. The trustees supported this idea and want to commit funds towards the purchase of puzzles, snacks and prizes for these programs. Ms. Ducharme estimates that the cost for these 3 programs will be between \$300 and \$400.

Ms. Ducharme discussed the \$1000.00 donation from the Salem Council on Aging. Purchases of specialty jigsaw puzzles and items for the Library of Things have been made. The trustees thanked the Salem Council on Aging for their \$1,000.00 donation which made these purchases possible Ms. Ducharme mentioned creating a special Senior Library of Things area in the magazine area at some point in 2025.

The trustees reviewed the December Treasurer's Report. On a motion by David Hickernell, seconded by Chris George, the December Treasurer's Report was unanimously approved.

Nov 2024

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$64,339.36
Certificate of Deposit (Salem Coop Bank)	\$11,621.09
Subtotal	\$75,960.45

Brock Trust Fund Interest Acct (Salem Coop)	\$8,579.86
Subtotal	\$ 8,579.86

Total Board of Trustees' Funds \$84,540.31

There are 3 bills to be paid at this time.

The first is for \$176.65 to Center Point Large Print Books for large print nonfiction.

The bill was paid with 3-0 vote. David Hickernell made the motion and Chris George seconded.

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The second is to Amazon for \$479.21 for items, including jigsaw puzzles, etc. for seniors to be added to the Library of Things collection. The bill was paid with 3-0 vote. David Hickernell made the motion and Chris George seconded.

The third is for \$353.25 to the Town of Salem for the annual reimbursement of Princh printing. The bill was paid with 3-0 vote. David Hickernell made the motion and Chris George seconded.

OLD BUSINESS

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

Ms. Ducharme reported on her discussion of the warrants/Citizen's Petitions with the Finance Director. Ms. Ducharme presented the possibility that the Town could bring forward the warrant on our behalf, due to the unassigned fund balance. Ms. Ducharme presented potential wording of the warrant that the Finance Director created on behalf of Town. Upon review of this document the trustees voted 3-0 to allow the town to go ahead with the warrant. David Hickernell made the motion and Chris George seconded. After a brief discussion the trustees plan on going forward with this warrant and Ms. Ducharme will inform the Finance as such.

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.

The trustees discussed the Citizen's Petition needed to fully fund the replacement of the Hydraulic fluid tank. After a brief discussion, the trustees decided to go ahead with a Citizen's Petition for \$15, 083. The trustees reviewed and revised the memo that will go to the Town Council and Budget Committee. Ms. Ducharme will send this memo out after her return from vacation.

Ms. Ducharme asked if the trustees had an interest in creating warrants instead of Citizen's Petitions going forward. The trustees expressed an interest and asked Ms. Ducharme to inquire how to create this process where the trustees submitted warrants and the Town Council does not vote on them, because the Library Board of Trustees vote on warrants. The Town Council would recommend or not recommend as they do now on library citizen's petitions.

DIRECTOR'S REPORT

Ms. Ducharme mentioned that the scheduling software "Event Keeper" by Plymouth Rocket was going out of business and the library was making the switch to the Assabet product, "Assabet Interactive" on the recommendation of the Head of User Services. Both the Head of User Services and the Assistant Director are training and setting up the software. The Assistant Director hopes to have the new software up and running for January 2, 2025.

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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 February 10, 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 6:57 PM.