

## MEETING OF LIBRARY BOARD OF DIRECTORS

### SALEM FREE PUBLIC LIBRARY

MEETING THURSDAY, DECEMBER 19, 2013

**PRESENT:** Len Giambra, Michelle Guertin, Wendy Ortega, Susan Buck, Jackie Hemond, Sharon Sanders

**ABSENT:** MaryAnn Casciano

**GUESTS:** None

**CALL TO ORDER** by Len at 6:19 PM

**ADDITIONS TO AGENDA:** None

**PUBLIC COMMENTS:** None

#### GENERAL PROCEEDINGS

- Len welcomed Wendy and Susan to the board.
- First order of new business was **election of officers** to serve until the next town election in 2015. The board recessed to discuss a slate. Michelle served as nomination recorder to list names of people willing to serve as follows: Len as chair, Michelle as treasurer and Sharon as secretary. The meeting re-convened. Susan moved to accept the slate of officers and Wendy seconded the motion. Sharon cast 1 vote in favor of the slate. M/C.
- Second order of new business was to confirm **2014 schedule of meetings**. Wendy moved to revise the meeting time to **6:45 PM** and Michelle seconded the motion. M/C 4-0. Len abstained. Len moved that meetings should be held on **second Tuesday of the month**. Wendy seconded the motion. M/C 4-0. Len abstained. See attached board meeting dates for 2014.
- **Minutes of the 11/12/2013 meeting** were reviewed and approved. The motion was made by Michelle and seconded by Sharon. Michelle and Sharon voted to approve; Wendy, Susan, and Len abstained. M/C 2-0.
- **Financial report** dated 12/10/2013 was discussed by Michelle and approved by the board. The motion was made by Sharon and seconded by Wendy. M/C 4-0. Len abstained.
- For **correspondence**, Len read documents provided by Jackie. Distributed to board members was a schedule of board of finance 2014-15 budget meetings. Len emphasized dates for attendance by the board are 1/23 for capital expenses, 2/27 for library appropriations, and 3/20 for library salaries. The public hearing on 4/9 is also important. A memo from TJ Butcher, Chair, Board of Finance, regarding 2014-15 budget, specifies that department proposals should be submitted to town finance office and first selectman by 1/30/2014 and capital expenses by 1/14/2014. A memo from Salemct\_news announces a seminar about the Freedom of Information ACT (FOIA) on 2/5/2014 at 7 PM in the town hall. Len encouraged board members to attend.

**MEETING OF SALEM LIBRARY BOARD OF DIRECTORS  
DECEMBER 19, 2013, page 2**

- **Librarian's Report** was provided by Jackie. The librarian circulated documents and reviewed select information from her 2012-2013 annual report to the town and 2014-15 proposed library budget. During a discussion about needed capital expenses, Len agreed to send a request to Kevin (cc to Sue Spang) for painting and carpeting the interior of the library. The monthly statistics reports for October and November were deferred until next meeting. Jackie said the ninth birthday party for the library held on 12/7 was a success.
- The **Friends of the Library** report was deferred until next month.

**OLD BUSINESS**

- In the interim since the last meeting Jackie sent an email to the board clarifying the **status of library computers** as follows.  
...We will continue to have 13 computers. The computers which Pat took off-line are the ones that were due to be replaced. Bibliomation will support computers with 8.1 version Microsoft. However, she only bought 2 for the teens because it is all touch screen and looks like apps. She didn't think our adult clientele will be able to handle it. She says that most libraries are still retaining and buying the version 7 MS. At any rate - we can use the 2 as a trial - perhaps people will like it and we can buy more. Pat bought 4 computers with the town money. From the grant, she bought 2 more computers, a color printer, and 3 back-ups.
- Data collection for the **Library Survey** was deemed closed. For the next meeting Len will have a preliminary report of results for discussion of relevance to the budget.
- Discussion of possible purchase of the **people counter by the Lions** was deferred until next meeting.

**NEW BUSINESS** Orientation of new board members occurred throughout the meeting as Len and board members and Jackie explained procedures and processes used by the board in conduct of business, including roles of officers.

**OPEN DISCUSSION** Len asked Sharon to maintain an electronic file of all important documents from meetings. At Jackie's suggestion Sharon will use Dropbox software at the library to store files, including procedures, mission statement. Board members will be able to access docs in this folder. Sharon advised the board that she will not attend board meetings January through March 2014, but will return in April. In her absence Sharon will send out meeting documents as follows: 1) meeting 1/14 agenda to clerk and agenda/minutes to board and 2) meeting 4/8 agenda to clerk and agenda/minutes to board.

**MOTION TO ADJOURN** at 8:12 PM was made by Sharon and seconded by Susan. M/C 4-0. Len abstained.

Respectfully submitted,  
Sharon Sanders, Recording Secretary  
**Attachment: Meeting Dates for 2014**

**NEXT MEETING: JANUARY 14, 2014 (6:45 PM)**

**ATTACHMENT**

**SALEM FREE PUBLIC LIBRARY BOARD**

**MEETING DATES FOR 2014**

**SALEM LIBRARY, 6:45 PM**

**January 14**

**February 11**

**March 11**

**April 8**

**May 13**

**June 10**

**July 8**

**August 12**

**September 9**

**October 14**

**November 11**

**December 9**