

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

MEETING TUESDAY, JUNE 10, 2014

PRESENT: Len Giambra, Michelle Guertin, Wendy Ortega, MaryAnn Casciano, Susan Buck, Pat Aldrich, Sharon Sanders

GUESTS: Kevin Lyden, Carl Nawrocki

CALL TO ORDER by Len at 6:50 PM

ADDITIONS TO AGENDA: For New Business 2 applications to use the program room

PUBLIC COMMENTS: Carl introduced himself as the newly elected President of Friends of Library. He plans to attend library board meetings. The Friends estimates about \$13,000 to be used the coming year for library programs, summer reading, etc. Also funds will be set aside for anniversary events starting in 12/2014: 10th year of new library, 25th year of the Friends and 100th year for library service in Salem. Additionally is planned a “meet and greet” event for the new head librarian. Kevin suggested that it would be useful to expand information about all the library support by the Friends.

GENERAL PROCEEDINGS

- **Minutes of meeting of 5/13/14** were reviewed and approved as amended. M/C 5-0. The motion was made by MaryAnn and seconded by Michelle. MC 5-0. Len abstained.
- **Financial report dated 6/10/2014** was discussed by Michelle and approved by the board. M/C 5/0. The motion was made by MaryAnn and seconded by Wendy. Len abstained. Michelle reported a Friends working group has been formed to set a procedure to track Friends spending for the library. The group which includes Michelle representing the library board will meet in the near future.
- **Correspondence** None
- **Librarian's report** was provided by Pat. The date for cleaning/ maintaining library has been confirmed as 7/3. Pat will post a sign in the library that the facility will be closed 7/3 for maintenance and cleaning and 7/4-5 for 4th of July holiday. She advised that she will obtain a complete list of tasks planned for 7/3; for one, the program room floor will be stripped of wax. Jackie emailed year-to-date spending numbers with salaries at 95% for salaries and 98% for operating expenses.

Salary % was inflated due to the new policy of having 2 people on staff at all times, plus Jackie's 3 weeks' vacation pay. Additionally after her resignation on 4/17/2014, Jackie continues working (an average 5 hours / week at her previous hourly wage) on strictly head librarian tasks such as staffing schedule and processing of bills. Effective 4/21/2014, Pat accepted the interim library

Library Board 6/10/2014, page 2

manager job @ \$21.30/ hour. This is temporary and can be adjusted by the town or Pat, at which time her hourly rate will be adjusted back to her previous rate.

- The **Friends of the Library** report was given by MaryAnn. At the Friends annual meeting on 5/21 a slate of officers was approved for next year: Carl Nowacki, president; Carol Traggis, vice president; George Ziegler, treasurer, and Martha Giegel, secretary. Carl is acting hospitality chair. A date for library staff appreciation brunch has not yet been set—perhaps after the new head librarian is settled in the fall.

OLD BUSINESS

• **Librarian Transition**

- Since the last meeting the search subcommittee conducted an on-site interview with each of 3 final applicants for the head librarian position. A set of 15 questions was used to determine an interview score for each person and a ranking of the candidates as a group (1-3).
- Overall each candidate received ratings (1-3) based on scores for resume/ application, for interviews and for overall subject score. One clear choice emerged, Rachel Gaither. The others were eliminated for specific reasons. Kevin conducted a telephone interview with Ms. Gaither and Len completed 2 telephone reference checks. Len will request Ms. Gaither to submit official graduate college transcripts. The town will conduct the requisite background check.
- The following motion was made by Len and seconded by MaryAnn: Per Section 8.01 of the Salem town charter the library board of directors approves the hiring of Rachel Gaither for the position of head Librarian subject to education verification. MC 5-0. Len abstained.
- **Library Survey** Len will forward to Sue Spang the survey questionnaire and summary statistics for placement on the town web site.
- **People Counter** Kevin ordered the people counter (\$463 plus \$18 shipping) to arrive in several weeks. The cost will come from town funds and will be charged to the 2013-14 budget year. The Lions has postponed its contribution for the time being.

NEW BUSINESS

• **Applications to use program room**

- Sharon moved to deny the application of Financial Peace University to present a personal finance series of classes in June and July. Len seconded the motion. MC 4-0. MaryAnn and Len abstained.
- MaryAnn moved to accept the application of the Friends for a series called “Financial Considerations of Staying at Home,” with a stipulation-- if after the 1st class selling is involved, the class will not continue. Sharon seconded the motion. MC 5-0. Len abstained.

Library Board 6/10/2014, page 3

- **Date of July Meeting** MaryAnn moved to set the next meeting for July 1 to ensure a quorum. Wendy seconded the motion. MC 5-0. Len abstained.

OPEN DISCUSSION None

There was a motion to move into executive session at 8:35 PM. Wendy made the motion and Michelle seconded. MC 5-0. Len abstained.

MOTION TO ADJOURN was made at 9:18 PM by Sharon and seconded by Susan. M/C 5-0. Len abstained.

Respectfully submitted,
Sharon Sanders, Recording Secretary

EXECUTIVE SESSION: TUESDAY, JULY 1, 2014 (6:30 PM)

NEXT BOARD MEETING: TUESDAY, JULY 1, 2014 (6:45 PM)