

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

MINUTES, TUESDAY, 11/13/2012

PRESENT Len Giambra, Michelle Guertin, Brenda Holmwood, Sharon Sanders, Bobbie Ziegler, Jackie Hemond

ABSENT Maryann Casciano

GUESTS None

ADDITIONS TO AGENDA Support for the budget and library hours.

CALL TO ORDER At 6:19 PM by Len

PUBLIC COMMENTS None

GENERAL PROCEEDINGS

- **Minutes of last meeting, Oct 9, 2012**, were reviewed and accepted as amended. The motion was made by Michelle and seconded by Bobbie M/C (4-0). Michelle abstained.
- **Financial report** 11/13/2012 was presented to the Board by Michelle. A motion to accept was made by Brenda and seconded by Sharon. M/C (5-0).
- **Correspondence** At 6:30 PM the meeting recessed and at 6:50 PM reconvened.
- **Librarian's report** was presented by Jackie. Heating in the library is being fixed. Patrons and staff are complaining about the cold ambient temperature. The library was closed for 3 days due to the storm, Sandy. Jackie is completing the annual library report to the state and will send a copy to Len. Circulation numbers continue to be down due in part to electronic media and lack of children's acquisitions. Jackie reported that her 2009 computer and the circulation desk computer are problematic; the former recently imploded and information was lost. On 12/1 the library will celebrate its annual anniversary with events starting at 11:00 AM. Also 12/1-8 the cans-for-library-fines is scheduled in which 1 can will pay \$1 fine with the proceeds going to East Lyme Care & Share.
- **Friends of the Library** used book sale was held 10/26 and 10/27.

OLD BUSINESS

- Review of the librarian's annual staff performance evaluations was postponed until next meeting.
- Review of 2 library job descriptions was postponed until next meeting--senior librarian assistant and (only hard copy) head librarian. Michelle volunteered to prepare an e-version of the head librarian description.

NEW BUSINESS

- A special meeting was set for 12/18 to discuss the budget. Len talked about ways to promote public awareness and support of the library budget.
- Len recommended that the board evaluate the library hours best suited to our patrons—not just total hours but what hours. A possible data collection method could be an e-survey of the public. Jackie will collect information about service hours from other libraries of our size.

OPEN DISCUSSION Len asked that Sharon chair the next regular meeting set for 12/11 since he expects to be away.

ADJOURNMENT A motion to adjourn at 7:40 PM was made by Michelle and seconded by Bobbie. M/C (5-0).

Respectfully submitted,

Sharon Sanders
Recording Secretary

Next meeting is 11/11/2012, 6:15 PM.

Special meeting is 11/18/2012 6:15 PM.