

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

MINUTES, TUESDAY, 8/14/2012

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

ABSENT None

GUESTS George Ziegra

ADDITIONS TO AGENDA Friends of the library requested a sponsorship of a waiver for use of Town facilities (see New Business).

CALL TO ORDER At 6:17 PM by Len

PUBLIC COMMENTS None

GENERAL PROCEEDINGS

- **Minutes of last meeting, 6/12/2012**, were reviewed and accepted as amended. The motion was made by Michelle and seconded by Brenda M/C (6-0).
- **Financial reports** dated 6/30 (2011-2012 fiscal year) and 8/14/2012 were presented by Michelle to the Board for review. A motion to accept was made by Bobbie and seconded by Sharon. M/C (6-0).
- **Correspondence** was not received.
- **Librarian's report** was presented by Jackie. The librarian is currently working on 1) the number of staff hours required to meet patron needs and 2) patron computer usage hours. Total circulation number is up from 7/2011. The summer reading program is going well. Planned community events include: on 8/25 an Arts and Poetry reception at the library and on 10/13 Paugwonk Day at Gardner Lake where the library is participating.
- **Friends of the Library report.** Maryann reported that the next meeting of the Friends is scheduled for 8/15/2012 7PM in the large meeting room at the library.

OLD BUSINESS

- There was follow-up discussion about Michelle's question from last meeting: When an oral count is required should names of dissenting voters be recorded in the minutes? Sharon reported on information from Robert's Rules including that latitude is permitted. Michelle offered to check into current practice of other Town of Salem boards and report back to the Library Board at next meeting.
- Review of modifications to job descriptions for Assistant Librarian, Senior Assistant, and Technical Manager was postponed to next meeting.

NEW BUSINESS

- As first order of business at the meeting George asked the Board to sponsor the Friends of Library for purposes of granting a waiver of the liability insurance requirements for use of Town facilities. A memo of sponsorship dated 8/14/2012 from the Library Board to Board of Education and Board of Selectmen was signed by the Library Board in the form of individual member signatures.

OPEN DISCUSSION None

ADJOURNMENT A motion to adjourn at 7:38 PM was made by Michelle and seconded by Brenda. M/C (6-0).

Respectfully submitted,

Sharon Sanders
Recording Secretary

Next meeting is 9/11/2012, 6:15 PM.