

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

MEETING DECEMBER 9, 2014, 6:45 PM

PRESENT: Len Giambra, Wendy Ortega, MaryAnn Casciano, Susan Buck, Michelle Guertin, Sharon Sanders, Rachel Gaither

GUESTS: Kevin Lyden, Carl Nawrocki

CALL TO ORDER by Len at 6:53 PM

ADDITIONS TO AGENDA None

PUBLIC COMMENTS None

GENERAL PROCEEDINGS

- **Minutes of meeting of 11/13/2014** were reviewed and approved. The motion was made by Wendy and seconded by Susan. M/C 4-0. MaryAnn and Len abstained.
- **Financial report dated 12/8/2014** was reviewed by Michelle and approved by the board. M/C 5-0. Len abstained.
- **Correspondence** None
- The **Librarian's Report** was provided by Rachel. A new part-time library assistant, Mary Hanrahan, has been hired to start this week; she replaces a newly hired assistant who resigned. Monthly circulation numbers are down children for children and adult use, movies and magazines. The librarian reviewed select line items in the **2015-16 library budget**. She pointed out the estimated total library income is 57% of the proposed operating budget request. For 2015-16 a request for 5 computers is in the budget to maintain our needed 5-year replacement plan. (Last year 5 computers and 5 monitors were requested by the library but only 3 of each remained after the 2014-15 town budget process.) Len asked that the library technical upgrade be added to New Business. Rachel will present proposed salary figures at the next meeting.
- Carl reported for the **Friends of the Library**. The 10th anniversary party at the library on 12/6 was enjoyed by the public. A library staff appreciation brunch is in the planning for spring 2015 (date TBD). Carl asked Rachel to help the Friends with its plan for a science/ technology/ math initiative stem program at the library. Such a program will be the basis for a grant application to SE CT Community Foundation. Len noted that input from a to-be-formed advisory board from the local community should be used to develop the plan and curriculum.

OLD BUSINESS

- MaryAnn summarized her work to date on the **revised Meeting Room Policy (2/14/12)**. Since the last meeting she sent this policy to Kevin to forward to Attorney Susan Scott.

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MaryAnn suggested to Kevin that she work directly with Ms. Scott to update the policy, including review of public performance of movies and music.

- A draft of the policy for **Library Donations and Gifts** was discussed. Categories of donations discussed were that: (a) The Head Librarian will accept material donations (e.g., books, DVDs, equipment) except for art work. (b) As has been the tradition for some years, the librarian will continue to direct the donor to funnel cash donations through the Friends. (c) The Head Librarian will notify the Library Board of donations and offers of library donations which will have final approval of donations. (d) The Library Board will forward to the Board of Selectmen for approval, any donor requests for exceptions to the Friends receiving cash donations, and offers of art work, real estate and stock donations.

NEW BUSINESS

- With regard to the **2015-16 budget**, Marianne moved to upgrade the media and audiovisual infrastructure in the library using a budget of \$12,000. Michelle seconded. MC 5/0. Len abstained.
- The 2015 **proposed calendar of scheduled meetings** (2nd Tuesday of the month) was deemed satisfactory by the board. See attachment.

OPEN DISCUSSION

- Len reported that the Wednesday before Thanksgiving Kevin closed the library due to weather and noted scheduled staff will be paid; the first selectman further advised that this situation will be treated as town policy.
- Rachel confirmed that there is public information available regarding staff salaries at Connecticut libraries. Michelle will look into these data as relevant to Salem library budget.
- Len reported that per Kevin library staff performance evaluations would not be due for about a year since Rachel has been Head Librarian for only a few months.

MOTION TO ADJOURN was made at 9:17 PM by Michelle and seconded by Wendy. M/C 5-0. Len abstained.

Respectfully submitted,
Sharon Sanders, Recording Secretary

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

Attachment (12/9/2014)

SALEM FREE PUBLIC LIBRARY BOARD

MEETING DATES FOR 2015

SALEM LIBRARY, 6:45 PM

January 13

February 10

March 10

April 14

May 12

June 9

July 14

August 11

September 8

October 13

November 10

December 8