

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

MEETING SCHEDULED TUESDAY, December 8 , 2009

SALEM FREE PUBLIC LIBRARY

PRESENT: Bobbie Ziegra, Sharon Sanders, Phil James, Michelle Guertin, Brenda Holmwood, Liz Householder

CALL TO ORDER at 6:17 by Michelle Guertin, Chairperson

ADDITIONS TO AGENDA - Liz requires signature power statement for bank  
- Meeting room policy for alcohol to be clarified

GENERAL PROCEEDINGS

- Minutes of last meetings
  - Minutes of 11/10/09 reviewed and approved as corrected. Motion by Phil, seconded by Sharon. M/C 6-0.
    - Minutes of 11/17/07 special mtg. approved as corrected.. Motion by Liz, seconded by Sharon. M/C 6-0
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      - Minutes of 11/17/09 emergency mtg. Approved. Motion by Brenda, seconded by Liz. M/C 6-0.
  - Minutes of 12/1/09 special mtg. Approved as corrected. Motion by Brenda, seconded by Sharon. Absent were Michelle, Phil and Liz.
- Financial report approved as read. By Liz. Motion by Phil, seconded by Brenda. M/C 6-0.
- Correspondence - none
- Librarian's report presented by Jackie. A new color copier purchased from Community Foundation grant money. Fifth year anniversary party was planned by Jackie and staff with support of Friend's and other volunteers. Very successful. Jackie will contact First Selectman Kevin for clarification of alcohol policy in meeting room because of a possible wine tasting fund raiser. A Freedom of Information meeting will be held at Town Hall on December 16 at 7PM. Library statistics continue to increase. Strategic planning with staff by Chris Bradley went well. Planning meeting with major players in town will be held in September.

Friends of the Library report by Sharon. Very successful book sale with gross of \$10,348.00 minus expenses of 658. A net of \$9,689.00. Areas of improvement were discussed. Friend,s month will be March, 2010. Future meeting dates are 2/24/10 and 5/19/2010.

#### OLD BUSINESS

- Review of Memorandum with Friends Draft 5 was reviewed. Will be discussed again next month.  
Anniversary party was very successful as above.  
Long term planning meeting delayed until September.

#### NEW BUSINESS

- Begin budget review – Virginia will set dates and send out spread sheets with guidance. Capital expenditures are shelves for children's room.
- Set calender for next year. Calender for 2010 meetings presented by Bobbie. Motion to approve by Liz,seconded by Phil. M/C 6-0.
- Jackie will contact Kevin L. about alcohol policy for meeting room.
- Treasurer's signature requirements for checking account. Motion made by Brenda, seconded by Sharon to authorize either Liz or Michelle to sign checks for Library Board checking account at Chelsea Groton Bank. M/C 6-0

OPEN DISCUSSION – Sharon had questions about treasurer's functions and how library board is provided reviews of library budget. Jackie and Michelle will work on this.

ADJOURNMENT – Motion to adjourn at 7:25 PM by Sharon, seconded by Phil. M/C 6-0

Respectfully submitted,

Roberta Ziegler  
Recording secretary

NEXT MEETING JANUARY 12, 2010 AT 6:15 PM