

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

MEETING TUESDAY, September 10, 2013

**PRESENT:** Len Giambra, MaryAnn Casciano, Brenda Holmwood, Jackie Hemond, Sharon Sanders

**ABSENT:** Michelle Guertin

**GUESTS:** Nancy Rollinson, Wendy Ortega

**CALL TO ORDER** by Len at 6:20 PM

**ADDITIONS TO AGENDA:** None

**PUBLIC COMMENTS:** Wendy introduced herself as a candidate for one of the 2 vacant library board positions in the November 2013 election.

**GENERAL PROCEEDINGS**

- **Minutes of the 8/13/2013 meeting** were reviewed and approved with one correction. The motion was made by MaryAnn and seconded by Bobbie. M/C 5/0
- **Financial report of 8/13/2013** was deferred until the next meeting.
- **Correspondence** was received from the Association of Connecticut Library Boards (ACLB). Salem was invited to nominate a talented board member for an ACLB award. Deadline is 9/25. Also upcoming is the 2013 Trustee Leadership Conference: Exploring the Role of Technology to be held 10/25 at the University of Hartford.
- **Librarian's Report** was provided by Jackie. As follow-up to MaryAnn's request, Jackie provided a written breakdown of money received/ spent 10/20/09 -6/10/13 from the SE CT Community Foundation grant. Jackie reported that the library has 2 facilities problems to be addressed by the town—glycol has been leaking from the solar system and methane gas from the restroom is not ducted properly to the outside. The librarian also noted problems with computers (i.e., machines too old for needed service and a limited budget to buy needed replacements). She discussed a possible 2013-14 budget shortfall to pay for staff hours for the year.
- MaryAnn reported highlights from the quarterly meeting of **Friends of the Library held on 8/21/2013** as follows. Len discussed the library survey. Jackie recognized dedicated volunteers at the library. Statistics were provided for Friends library programs in terms of attendance, type of program, and cost. More local businesses are supporting programs. As a reminder, the annual used book sale is set for 10/25-26 at the Salem School. Volunteers are needed.

**OLD BUSINESS**

- The **Library Survey**, Version 5, was finalized since the last meeting. Effective 9/4 Jackie began distributing questionnaires to patrons at the library and has received about 100 back. Data will be collected during September and October and entered electronically to facilitate analysis. Copies are available at the library, in the September issue of *Our Town* newspaper, in an on-line link at the library's town website, and will be sent to individuals on the library's email list. Board members have volunteered to email and otherwise contact local groups to further encourage individual participation in the survey.
- The following business was deferred from the 6/11 meeting. At that time Olive Weiss asked the board to consider lowering fines for past due library materials checked out by seniors. After reviewing the request, a motion was made to continue present policy on library fines. The motion was made by Brenda and seconded by Maryann. M/C 5/0. Len will contact Olive to tell her about the decision.

**NEW BUSINESS** None

**OPEN DISCUSSION:** Sharon will not be at the 10/8 board meeting but will send out her usual reminder about the meeting on/or about 9/27.

**Motion to adjourn** at 7:55 PM was made by Brenda and seconded by Maryann. M/C 5/0

Respectfully submitted,

Sharon Sanders, Recording Secretary

**NEXT MEETING: October 8, 2013 @ 6:15 PM**