

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

TUESDAY, MARCH 13, 2012

PRESENT: Brenda Holmwood, Bobbie Ziegra, Jackie Hemond, Michelle Guertin, Maryanne Casciano, Len Giambra, Lew Buckley

ABSENT: Sharon Sanders

GUESTS: Lew Buckley

ADDITIONS TO AGENDA : None

CALL TO ORDER at 6:20 PM by Chairperson Len Giambra

PUBLIC COMMENTS – None.

GENERAL PROCEEDINGS

- **Minutes of last meeting**
Minutes of 2-14-12 meeting reviewed and accepted . Motion by Michelle, seconded by Maryann, M/C 5-0.
- **Financial report** presented by Michelle as of 3-13-12 reviewed . Motion to accept by Brenda, seconded by Maryann M/C 5-0 .
- **Correspondence** – Len read letter from State Association of Library Boards encouraging us to join. Copy of letter will be sent to members and discussed next meeting.
- **Librarian's report** - Monthly statistic reviewed- continue to fluctuate. New weekly statistics on computers, phones, and people coming into the library will be taken this week.. Remainder of grant money has arrived. Staff Appreciation Brunch will be Saturday, April 28 at 8:30 AM sponsored by Fiends. Board of Finance will discuss salaries 3-15 at 7PM. Library Assistant Jane Wellbrock is retiring in April.
- **Friends of the Library report** – presented by Maryann. Spring Book Sale will be in program Room May 17,18,19 includes paperbacks, children books, and puzzles. Nominating Committee will present slate of officers at May meeting. Checking account audit is being done

OLD BUSINESS

- Job descriptions reviewed for Assistant Librarian, Senior Assistant, and Technical Manager. Maryann will make adjustments and bring to next meeting,
- Meeting room application form discussed. Maryann will make adjustment and bring to at April meeting.
- Salary Budget for 2012 – 2013 will be presented to B of F tomorrow 3-13-12 at 7PM

NEW BUSINESS

- Library Board will present a card and gift card to Jane W. in honor of her retirement.

OPEN DISCUSSION - Library Board members encouraged to attend Staff Appreciation Brunch April 28.

ADJOURNMENT- motion to adjourn made by Michelle at 7:22 PM, seconded by Brenda. M/C 5-0.

Respectfully Submitted,

Roberta Ziegra
Acting Recording Secretary

NEXT MEETING APRIL 10, 2012 at 6:15 PM