

**MEETING OF LIBRARY BOARD OF DIRECTORS**

**SALEM FREE PUBLIC LIBRARY**

**MEETING, TUESDAY, OCTOBER 14, 2014, 6:45 PM**

**PRESENT:** Len Giambra, Wendy Ortega, MaryAnn Casciano, Susan Buck, Sharon Sanders

**ABSENT:** Michelle Guertin

**GUESTS:** Peter Sielman, Carl Nawrocki

**CALL TO ORDER** by Len at 6:52 PM

**ADDITIONS TO AGENDA** None

**PUBLIC COMMENTS:** Peter attended the meeting to explain the process of streaming virtual town board meetings from Salem town hall. An alternative is to webcast meetings. He answered questions and left a folder of information for set up of televised meetings. He recommended the library board participate in virtual meetings. Currently the library board meets at the library. (See NEW BUSINESS.)

2014 OCT 20 AM 8:07

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TOWN OF SALEM

*Michelle Guertin*

**GENERAL PROCEEDINGS**

- **Minutes of meeting of 8/12/2014** were reviewed and approved as amended. The motion was made by MaryAnn and seconded by Wendy. M/C 4-0. Len abstained.
- **Financial report** documents submitted by Michelle were reviewed by the board, that is, treasure's reports for 8/8, 9/9, 10/14; Comparing F3 Income 2014-15 Across Years; and 2013 Fund Statement (balance of the library grant) from Community Foundation of Eastern CT. A motion was made by Susan to accept the total report and seconded by Sharon. M/C 4-0. Len abstained. MaryAnn and others discussed the format for the Foundation statement as well as how grant fund money is spent by the library.
- **Correspondence** None
- The **Librarian's Report** was provided by Rachel. Highlights of ongoing work are as follows. Preparation of the annual library report to CT and staff performance evaluations is on target with due dates. Writing a grant for funding from a science/technology / advocacy source is being considered. Circulation materials are being weeded out due to reasons such as age and obsolescence. Unpaid patron fines and high borrowing limits are current problems (see NEW BUSINESS). The needs for an additional substitute to meet the library 2-staffer requirement, consultation for technical upgrade and acquisition of computers were discussed. Rachel confirmed that she has a new white board for staff communication, staff now has consistent schedules, and a tax exempt certification is newly on file with Amazon.com.
- Carl provided the **Friends of the Library Report**. Key upcoming events are: in 2014-- Oct 25 & 26 Friends used book sale and on 12/6 the 10<sup>th</sup> year anniversary of our new library; then in May

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- 2015 the Friends 25<sup>th</sup> year anniversary and 100<sup>th</sup> year celebration for the establishment of a library in Salem (specific 2015 dates are to be determined).

### OLD BUSINESS

- From the last meeting Rachel followed up a requisition for a program about cleaning with generic green products. The library director decided to accept the program because the speaker confirmed there will be no sales pitch. Rachel will monitor the speaker. Business cards can be placed on the table for attendees to take if desired.
- In the interim since the last meeting Sharon provided Rachel with current approved library policies and job descriptions.

### NEW BUSINESS

- Three motions about **library borrowing and fine structure** were passed.
  1. **Limits on movie borrowing—a 2-part motion.** New movies may be checked out for 3 days, no renewal and a 2 movie maximum. All movies, other than new ones, may be checked out for 7 days with a maximum of 2 renewals. Len moved and MaryAnn seconded. M/C 4-0. Len abstained.
  2. **Forgiveness of fines.** For the period of 11/1 through 11/30/2014 patron fines for materials not returned will be forgiven **IF** 5 cans of food are donated to the library. Len moved and Sharon seconded. M/C 4-0. Len abstained.
  3. **Fine cap.** If on 12/1/2014 a patron has a \$30 fine, library privileges will be revoked effective immediately. Len moved and Wendy 2nded. M/C 4-0. Len abstained.
- Susan moved to defer discussion and decision-making about **streaming virtual library meetings** until next meeting. MaryAnn seconded. M/C 4-0. Len abstained.
- Wendy moved to defer discussion of a **new library donation policy** until the next meeting. MaryAnn seconded. M/C 4-0. Len abstained.
- MaryAnn kindly agreed to prepare a draft **revision of the Meeting Room Policy** (dated 2/14/12). She'll work with other board members to complete the task for next meeting.

**OPEN DISCUSSION** Rachel received a program room request from the Salem Republican Town Committee to show the movie "America" at the Library. She discussed her decision to grant permission with the board.

**MOTION TO ADJOURN** was made at 8:57 PM by MaryAnn and seconded by Wendy. M/C 4-0. Len abstained.

Respectfully submitted,  
Sharon Sanders, Recording Secretary

**NEXT BOARD MEETING: TUESDAY, NOVEMBER 11, 2014 (6:45 PM)**