

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

MEETING JANUARY 14, 2014

PRESENT: Len Giambra, Michelle Guertin, Wendy Ortega, Susan Buck, Maryann Casciano, Jackie Hemond, Sharon Sanders

GUESTS: None

CALL TO ORDER by Len at 6:48 PM

ADDITIONS TO AGENDA: None

PUBLIC COMMENTS: None

GENERAL PROCEEDINGS

- **Minutes of the 12/19/2014 meeting** were reviewed and approved. The motion was made by Maryann and seconded by Wendy M/C 4-0. Len explained he abstains from the vote unless there is a tie.
- **Financial report dated 1/14/2014** was discussed by Michelle and approved by the board. The motion was made by Maryann and seconded by Wendy. M/C 4-0. Len abstained from the vote.
- **Correspondence** included a memo from T.J. Butcher of the finance committee to Jackie with no new information subsequent to reported at the last board meeting. Len sent a memo to Kevin detailing maintenance problems reported by the library to the town some of which have not been addressed in a timely fashion. Kevin responded with an email to Len. After these emails the town took action to lessen the odor of water from the faucets, mounted a bulletin board, and improved outdoor lighting. Ongoing are a malodor in Pat's office apparently from venting ducts, a ceiling leaking liquid onto a work space, and malodorous water from taps in the library.
- **Librarian's Report** was provided by Jackie. The monthly circulation statistics report for December was distributed. Reports for October and November were deferred. The library now has a senior student from Eastern CT State University serving as a non-paid intern at the library 15 hours per week from 1/13 - 5/1/2014. Thus far the intern has done work on Face Book for the Friends. Jackie reviewed several proposed 2014-2015 salary budget scenarios with the board. Topics discussed included salaries for staff doing children's librarian work and library hours as requested by the public in the recent survey.
- A report for **Friends of the Library** was not given.

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OLD BUSINESS

- The **2014-2015 budget** in terms of proposed salaries was discussed as part of the librarian's report.
- Len provided a preliminary report of answers to the recent **library survey** in the form of summary statistics and free responses. Select information was discussed in terms of relevance to the budget.
- No new information about purchase of a **people counter apparatus** by the Lions was available for the meeting. Len will follow up.

NEW BUSINESS None

OPEN DISCUSSION

- Two special meetings to finalize the 2014-15 library budget were confirmed for 1/21 6:30 PM and 1/23 6:30 PM.
- Sharon is in the process of setting up an account on DropBox website where electronic documents of relevance to the library board and Jackie can be accessed online by those people.
- Sharon will be absent for the February and March meetings returning for the April meeting. Note that she will distribute the agenda to the town clerk and board members for the February and April meetings.

The meeting was adjourned at 8:50 PM by Len.

Respectfully submitted,
Sharon Sanders, Recording Secretary

UPCOMING MEETINGS:

SPECIAL MEETING 1/21/2014 6:30 PM

SPECIAL MEETING 1/23/2014 6:30 PM

REGULAR BOARD MEETING 2/11/2014 6:45 PM