

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

MEETING, TUESDAY, OCTOBER 11, 2011

PRESENT: Liz Householder, Bobbie Ziegra, Jackie Hemond, Michelle Guertin, Sharon Sanders, Len Giambra

ABSENT : Brenda Holmwood, Jim Fogarty

GUESTS: NONE

ADDITIONS TO AGENDA : None

CALL TO ORDER at 6:22 PM by Chairperson Michelle Guertin

PUBLIC COMMENT- None

GENERAL PROCEEDINGS

- **Minutes of last meetings**

Minutes of 9-13-11 meeting reviewed and accepted as amended . Motion by Len, seconded by Liz. M/C 5-0.

- **Financial report** presented by Liz as of 10-11-11 reviewed and accepted. Motion made by Sharon, seconded by Len. M/C 5-0
- **Correspondence** – Jackie keeps copies of thank you letters
- **Librarian's report** presented by Jackie. Fine moratorium will be week of December 5. Annual report for State due next month, annual report to Town will be done in November. Library staff annual appraisals will be completed soon. Discussion of Technical Manager staff position and rearranging job functions. New items are now circulation 2 weeks instead of three. Staff training continues
- **Friends of the Library report** by Sharon. Major activity is Book Sale on October 28 and 29. Call Carole Eckert to volunteer. Next meeting 11-16-11 at 7 PM in Program room.

OLD BUSINESS

- Discussion of functions of Library Director and Library Board begun- will continue next meeting.
- Cupola from Old Library discussion will be deleted from agenda – no activity
- Vote on Memorandum of Agreement. Michelle made a motion that upon recommendation by Attorney John Butts and First Selectman Kevin Lyden and after serious consideration by the Library Board, the Library Board declines to sign the Memorandum of Agreement with the Friends of the Salem Free Public

Library. Having said that, the Library Board wishes to recognize the invaluable contribution made by the Friends to the operation of the library. Motion seconded by Sharon. M/C 5-0.

NEW BUSINESS

- Discussed policies for computer and programs. Will be discussed again next month.
- Executive Session . Motion to go into Executive Session by Michelle, seconded by Len for the purpose of Annual Performance Review of Library Director at 8:27 PM. M/C 5-0. Time out at 8:55 PM

OPEN DISCUSSION – Job duties of chairperson, secretary, and treasurer review in preparation for election of new officers after the Town election November 8.

ADJOURNMENT - Motion to adjourn at 8:55 PM by Sharon, seconded by Liz. M/C 5-0

Respectfully submitted,

Roberta Ziegra
Recording Secretary

Next meeting NOVEMBER 8 , 2011 at 6:15 PM.