

**MEETING OF LIBRARY BOARD OF DIRECTORS**

**SALEM FREE PUBLIC LIBRARY**

**MEETING, TUESDAY, 5/8/2012**

**PRESENT** Len Giambra, Maryann Casciano, Michelle Guertin, Jackie Hemond, Sharon Sanders and Bobbie Ziegra

**ABSENT** Brenda Holmwood

**GUESTS** Pat Aldrich

**ADDITIONS TO AGENDA** None

**CALL TO ORDER** At 6:19 PM by Len

**PUBLIC COMMENTS** None

**GENERAL PROCEEDINGS**

- **Minutes of last meeting**, 4/10/2012, were reviewed and accepted as amended. The motion was made by Bobbie and seconded by Michelle. M/C (5-0)
- **Financial report**, dated 5/8/2012, was presented by Michelle to the Board for review. A motion to accept was made by Sharon and seconded by Mariann. M/C (5-0)
- **Correspondence** was not received.
- **Librarian's report** was presented by Jackie. A new cleaning lady has replaced the former one. Under review is the number of library computers required to meet usage demands, including sampling of weekly computer use. Jackie will obtain the cost of software that electronically tracks computer usage based on user logon. Circulation statistics for April 2012 were down in part to fewer families in town and competition with Netflix. Pat and Jackie's weekly hours and tasks in circulation compared to administration are under review. The librarian brought to the attention of the board after hours use of a library key by unknown persons; Jackie sent an email advising Kevin Lyden of same.
- **Friends of the Library report** was tabled until next meeting.

**OLD BUSINESS**

- Budgeted library staffing hours were reviewed for the current fiscal year. Jackie advised that the library was getting into its slow patron usage period. Michelle moved that for June 2012 Saturday library hours be changed to 10 AM – 2 PM for purposes of staying within the current library staffing budget. Bobbie seconded the motion. M/C (4-1).
- **The 2012-2013 budget** was discussed in the librarian's report.
- The final copy of the **meeting room application** form with approval date of 4/10/2012 was provided to board members.
- Review of modifications to **job descriptions** for Assistant Librarian, Senior Assistant, and Technical Manager was deferred until next meeting.

**NEW BUSINESS**        None

**OPEN DISCUSSION**        None.

**ADJOURNMENT**        A motion to adjourn at 8:45 PM was made by Len and seconded by Michelle. M/C (5-0)

Respectfully submitted,

Sharon Sanders,  
Recording Secretary

**Next meeting is June 12, 2012.**