

## MEETING OF LIBRARY BOARD OF DIRECTORS

### SALEM FREE PUBLIC LIBRARY

MINUTES, TUESDAY, 10/9/2012

**PRESENT** Len Giambra, Brenda Holmwood, Bobbie Ziegra, Jackie Hemond, Sharon Sanders, Michelle Guertin arrived @ 7:28 PM

**ABSENT** Maryann Casciano

**GUESTS** None

**ADDITIONS TO AGENDA** None

**CALL TO ORDER** At 6:15 PM by Len

**PUBLIC COMMENTS** None

#### GENERAL PROCEEDINGS

- **Minutes of last meeting, Sept 11, 2012**, were reviewed and accepted. The motion was made by Brenda and seconded by Bobbie. M/C (4-0).
- **Financial report** prepared by Michelle dated 10/9/2012 was presented by Sharon to the Board. A motion to accept was made by Sharon and seconded by Bobbie. M/C (4-0).
- **Correspondence** A Girl Scout, Lauren Moore, sent a thank-you to the library for providing her the opportunity to do a program called Book Camp to support her silver award.
- **Librarian's report** was presented by Jackie. The library heating system malfunctioned last week which required replacement of 3 valves. Also this past week a small upgrade to Bibliomation caused Jackie's computer to be down. On 10/13 the library will have a children's booth and oral history booth during Paugwonk days held at Treasure Hill Farm. On 10/24 all library employees are expected to attend a 4-hour Fire Extinguisher and Hazard Communication workshop. On 12/1 the Salem Library anniversary party will be held onsite featuring music and shadow puppets. Starting the week of 12/3 the library will accept canned foods for fines.

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- **Friends of the Library** used book sale is scheduled for 10/26 6-9 PM and 10/27 9-3 PM at Salem School. Carol Eckert is the volunteer coordinator should anyone wish to offer a helping hand.

**OLD BUSINESS**

- Two library job descriptions were postponed until the November meeting--Senior Librarian Assistant and Head Librarian. Jackie will provide a copy of the latter.
- Len plans to attend the 10/25/12 Library Trustee Leadership Conference sponsored by the Association of CT Library Boards with Carl Nawrocki from the Friends. If anyone else is interested, Len can make information available.

**NEW BUSINESS**

- A motion to go into executive session at 7:15 PM for purposes of preparing the annual performance review of the librarian was made by Brenda and seconded by Bobbie. M/C (4-0). The executive session concluded at 8:33 PM. Another executive session is set for the November meeting for purposes of review of library staff performance evaluations by Jackie.
- The annual library report as required by the state is due 11/2012. Jackie will provide an e-copy to the board.

**OPEN DISCUSSION** None

**ADJOURNMENT** A motion to adjourn at 8:35 PM was made by Brenda and seconded by Michelle. M/C (5-0).

Respectfully submitted,

Sharon Sanders  
Recording Secretary

**Next meeting is 11/13/2012, 6:15 PM.**