

## MEETING OF LIBRARY BOARD OF DIRECTORS

### SALEM FREE PUBLIC LIBRARY

MEETING, TUESDAY, 4/10/2012

**PRESENT:** Len Giambra, Michelle Guertin, Jackie Hemond, Brenda Holmwood, Sharon Sanders, and Bobbie Ziegara

**ABSENT:** Maryann Casciano

**GUESTS:** None

**ADDITIONS TO AGENDA:** None

**CALL TO ORDER:** At 6:19 PM by Len Giambra, chairman.

**PUBLIC COMMENTS:** None

#### GENERAL PROCEEDINGS

- **Minutes of last meeting**, 3/13/2012, were reviewed and accepted as amended. The motion was made by Brenda and seconded by Michelle. M/C (5-0)
- **Financial report**, dated 4/10/2012, was presented by Michelle to the Board for review. A motion to accept was made by Bobbie and seconded by Brenda. M/C 5-0.
- **Correspondence** was received. Jackie reported that a former library volunteer sent her a thank you for writing a reference.
- **Librarian's report** was presented by Jackie. A Bibliomation upgrade occurred which necessitated the system being down the evening of 4/5 until afternoon of 4/10. As a result of the upgrade catalog and circulation features have changed. On 3/15 the Board of Finance discussed library salaries. The Memorial Day Parade planned for 5/28 needs volunteers to march. The Friends' Spring Book Sale is slated for 5/17, 18 and 19 at the library and volunteers are needed.
- **Friends of the Library report** was deferred until next meeting.

#### OLD BUSINESS

- Review of modifications to **job descriptions** for Assistant Librarian, Senior Assistant, and Technical Manager was tabled until the next meeting.
- The Board reviewed changes to the **meeting room application** form. Sharon moved to accept the document with a spacing change at the bottom. Bobbie seconded the motion. M/C 5-0. Michelle will prepare a final copy of the application with approval date of 4/10/2012 and circulate to the board. Len will talk to the Town Clerk about maintaining a copy of approved library policies for public review. Sharon will electronically forward approved library policies to the Town Clerk.

- The **2012-13 budget** was discussed. Staff salaries were reviewed in the librarian's report.
- Len discussed the **letter from the State Association of Library Boards** received in March that offers membership for educational purposes. Membership is available to the individual and institution. Len will join as an individual to further investigate the value to our board and library.

**NEW BUSINESS** None

**OPEN DISCUSSION**

- Len asked Sharon to copy Lew Buckley on Library Board meeting reminders that include agenda and previous meeting minutes attachments.
- Bobbie reminded the Board to please attend the Staff Appreciation brunch on April 28.

**ADJOURNMENT**

A motion to adjourn at 7:37 PM was made by Brenda and seconded by Michelle. M/C 5-0.

Respectfully submitted,

Sharon Sanders,  
Recording Secretary

**Next meeting is May 8, 2012.**