

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

MINUTES, TUESDAY, 9/11/2012

PRESENT Len Giambra, Michelle Guertin, Jackie Hemond, Brenda Holmwood, Maryann Casciano, Sharon Sanders

ABSENT Bobbie

GUESTS None

ADDITIONS TO AGENDA None

CALL TO ORDER At 6:22 PM by Len

PUBLIC COMMENTS None

GENERAL PROCEEDINGS

- **Minutes of last meeting, August 14, 2012**, were reviewed and accepted. The motion was made by Michelle and seconded by Brenda. M/C (5-0).
- **Financial report** dated 9/11/2012 was presented by Michelle to the Board for review. A motion to accept was made by Sharon and seconded by Brenda. M/C (5-0).
- **Correspondence** from the Association of CT Library Boards was received by Len. Discussed was the application for the 2012 Trustee Leadership Conference, Preparing your Board for the Future, to be held on 10/25/12 should any board members be interested in attending.
- **Librarian's report** was presented by Jackie. The summer season was successful with over 2000 books being read. August circulation of children's books for August was down from 2011 reflecting a need for new books. Three computers at the circulation desk require replacement. Bibliomation upgrades are incompatible with software thus these computers are slow functioning. A representative from the State Library visited to review what Salem Library needs from the state. A report will be provided to Jackie. A manual count of patron log-on to computers continues. The library needs volunteers for 2 library booths at Paugwonk Day, an historical celebration, at Treasure Hill Farm in Salem, on 10/13/12 12 PM.

- **Friends of the Library** met on 8/15/12. Officers for 2012-2013 are George Ziegra, President; Gloria Fogerty, Vice President; Martha Giegel, Secretary; and Mary Cikat, Treasurer. The May 2012 used book sale was judged successful.

OLD BUSINESS

- Michelle discussed how various Town boards reported an oral non unanimous vote in the minutes. It was agreed that going forward motions resulting in a vote of abstention and/or nay would be recorded as the name of each Board member and their respective vote.
- Maryann reviewed job descriptions for **Technical Manager and Assistant Librarian** which the Board accepted with minor revisions. The motion was made by Michelle and seconded by Maryann. M/C 5-0.
- A motion was made by Michelle and seconded by Sharon to postpone the **Senior Assistant** job description until the October meeting. M/C (5-0).
- Jackie will email the job description for **Head Librarian** to Maryann.

NEW BUSINESS

- In October the Board will prepare a job performance for Jackie and review evaluations by Jackie for the staff.

OPEN DISCUSSION None

ADJOURNMENT A motion to adjourn at 8:00 PM was made by Sharon and seconded by Michelle. M/C (5-0).

Respectfully submitted,

Sharon Sanders
Recording Secretary

Next meeting is 10/9/2012, 6:15 PM.