

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

MEETING TUESDAY, June 11, 2013

PRESENT: Len Giambra, Bobbie Ziegra, Michelle Guertin, Mary Ann Casciano, Brenda Holmwood, Jackie Hemond, Sharon Sanders

ABSENT: None

GUESTS: Olive Weiss (Salem), Kevin Lyden (First Selectman)

CALL TO ORDER by Len at 6:19 PM

ADDITIONS TO AGENDA: Fines for returned late materials (New Business)

PUBLIC COMMENTS:

- Olive Weiss asked the Board to consider lowering fines for past due materials for seniors, many of whom are on fixed incomes. She explained that she recently paid a \$9 fine for library materials returned after the due date. Jackie clarified that current fines for late return of materials are as follows: per day--\$0.10 for books/ audiobooks and \$1 for DVDs/ audiotapes; for a maximum of \$5 for either category. However if the materials are from Bibliomation a fine may be charged to the library.
- Kevin Lyden thanked Jackie and all the other people who have done so much to make the Salem Library a success. He further discussed the following topics.
 - 1) A request to consider a Bozrah representative (non-voting) on the board. Kevin stated that people from Bozrah, the same as people from Salem, are invited to attend open board meetings as guests to comment and obtain information. He clarified that the town charter specifies the number of library board members and any change would require a revision of the charter.
 - 2) Capital improvement requests for end of 2012-13 fiscal year. The first selectman asked Jackie to submit written requests for any needed end-of-year work by 6/30/13. If funds are available, some work can be done. As an example Kevin noted that interior paint was purchased by the town and it may be possible to arrange for public works to paint the library on a room-by-room basis. Mary Ann asked about getting the library exterior power washed as the front columns are unsightly. Kevin summarized maintenance work completed at the library this year including carpet cleaning, floor buffing, safety light work, heating/ cooling maintenance agreement and correction of a flashing problem on the roof.
 - 3) Library staff hours. Kevin discussed the challenges for town staff from various departments to meet public needs (and respective job responsibilities) using hours when offices are open as well as closed to the public. Insofar as library staff hours when the building is closed, Kevin agreed that staff could clock-in no earlier than 8:00 AM and clock-out no later than one hour after closing time including meetings/events. The first selectman will re-evaluate this new staff hour structure later in the year.
 - 4) Library garden. Jackie advised Kevin that the public has made plant donations to the library garden over the last few weeks that are ready for placement. The Salem Brownie troop is available to do the planting. The librarian will maintain the garden. Jackie clarified that a work order for soil preparation was given to Don Bordeaux over a month ago.

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GENERAL PROCEEDINGS

- **Minutes of 5/14/2013 meeting** were reviewed and approved. The motion was made by Brenda and seconded by Bobbie. M/C 6/0.
- **Financial report of 6/11/2013** was presented by Michelle and accepted. The motion was made by Bobbie and seconded by Sharon. M/C 6/0. Mary Ann recommended that the money remaining from the Community Foundation grant be included in the monthly financial report. Michelle advised that she will not be at the meeting of July 11 so will present that report at the August 13 meeting.
- **Correspondence:** Jackie discussed notifications from Kevin about town maintenance services and town staff hours. She also received a copy of a letter sent from the first selectman to Bozrah requesting \$7440 for 2013-14 Salem Library service.
- **Librarian's report** was provided by Jackie. Circulation statistics are up compared to May 2012. More children's programs were offered this year compared to 2012. Summer reading activities will start the last week of June. Jackie and Len met with a reporter from The Day who is interested in writing a piece about the planned library survey.
- Mary Ann reported highlights from the **Friends of the Library** annual meeting held on 5/15/13. Board officers were re-elected as follows: George Ziegra, president; Gloria Fogerty, vice president; Mary Cikatz, treasurer; and Martha Giegel, secretary. Sandy Texeira will continue as membership chair and Judy and Norm Rabe will head up the annual October used book sale. The May used book sale brought in about \$435 for the Friends.

OLD BUSINESS

- Two draft **library survey** documents were reviewed by the board. Jackie will incorporate suggested changes into a revised draft which will be emailed to the board for comments. The Board should send any final comments to Jackie in advance of the July 9 meeting.
- There was no needed discussion about the agenda items--the 2013-14 budget or town support of the library.

NEW BUSINESS: Due to time constraints Len postponed discussion about consideration of any revisions to late fees for seniors to the September meeting.

OPEN DISCUSSION: The agenda for the July 9 board meeting will be to finalize the survey form. August 13 meeting will be held unless otherwise determined.

Motion to adjourn at 8:36 PM was made by Michelle and seconded by Brenda. M/C 6/0.

Respectfully submitted,

Sharon Sanders, Recording Secretary

NEXT MEETING: JULY 9, 2013 @ 6:15 PM