



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079
(603) 890-2120 · FAX: (603) 890-2220

OFFICE OF THE TOWN MANAGER
Joseph R. Devine, Town Manager
Colleen P. Mailloux, Assistant Town Manager

November 12, 2025

[REDACTED]

VIA EMAIL: [REDACTED]

Dear Sir/Madam:

The Town of Salem is in receipt of your request for documents under NH RSA 91-A, which we received on November 4, 2025.

As you know, in accordance with NH RSA 91-A:4, IV(b-1-3), the Town of Salem shall, within five business days, “make such record available, deny the request (to include a brief explanation of how the exemption applies to the record withheld), or provide a written statement of the time reasonably necessary to determine whether the request shall be granted or denied and the reason for the delay.” Please consider this letter as fulfillment of your request.

In your request, you specifically requested the following:

Id like to formally request copies of the following in pdf or whatever the most convenient digital format:

- the minutes of the past 24 board of library trustees meetings*
- the dates of employment, disciplinary record, salary, title, position, and day to day duties of the employee who identifies herself as "betsy" in this video*
<https://youtu.be/yJz-ByCqJbM?si=oJ-6gjS3Y6iENaaj>
- the names, dates of employment, and salaries of all library staff*
- the library code of conduct*
- the library staff policy and/or staff code of conduct (if such a thing is separate and distinct from the library code of conduct)*

Please be advised that we have determined that no responsive records exist in response to your request for Ms. Palardy’s disciplinary records. Enclosed are all documents and files relating to your request. This should satisfy your request with the Town of Salem. If you have any questions, please don’t hesitate to contact me at 603-685-6421.

Sincerely,

Ciara Salazar

Assistant to the Town Manager’s Office / Communications Coordinator

Section 15

Workplace Behavior and Standards of Conduct Policy

15:1 Please Act Professionally

People who work together have an impact on each other's performance, productivity, and personal satisfaction in their jobs. In addition, how our employees act toward patrons, community members, peers, and vendors will influence whether those relationships are successful for the Library.

Because your conduct affects many more people than just yourself, we expect you to act in a professional manner whenever you are on Library property, conducting Library business, or representing the Library at business or social functions.

Although it is impossible to give an exhaustive list of everything that professional conduct means, it does, at a minimum, include the following:

- following all of the rules in this Handbook that apply to you
- refraining from rude, offensive, or outrageous behavior
- refraining from ridicule and hostile jokes
- treating coworkers, customers, community members, and vendors with patience, respect, and consideration
- being courteous and helpful to others, and
- Communicating openly with supervisors, managers, and coworkers.

Individuals who act unprofessionally will face discipline, up to and including termination.

15:2 Standards of Conduct

There are certain standards of common honesty and decent behavior that all employees are expected to follow in the interest of consistency and harmony and to support the objectives and mission of the Library. Although no list of rules can be all inclusive, the following areas are

described to give employees an example of certain behaviors that are clearly prohibited and that may result in disciplinary action. Library employees may be terminated from employment for malfeasance, misfeasance, inefficiency in office, incapacity, or unfitness to perform the employee's duties, in accordance with RSA 202-A:17. Particular disciplinary action to be taken in any specific instance will depend on a review of all factors involved and the employee's employment record.

- **Absence and Lateness***: Absence and lateness without authorization; failure to report when absent; overstaying allotted break time; leaving the work area or work early without permission; misuse of any leave of absence; excessive or unexcused absences; absences without calling in. See also the Library's Policy on Punctuality and Attendance.
- **Attitude**: Abusive language; creating any type of disturbance; complaining in front of visitors; being uncooperative; abuse or neglect of visitors or residents; abuse, neglect, or intentional destruction of Town property.
- **Confidentiality**: Disclosure of confidential information.
- **Crime**: Conviction of a crime.
- **Dishonesty**: Dishonesty to a coworker, resident, visitor, or the Library; falsification of time sheets or records; engaging in actions that create a conflict of interest.
- **Employee Relations**: Abusive or profane language to another employee; negligent or intentional destruction of another employee's personal possessions; threatening bodily harm, intent to strike, and/or striking another employee; creating a disturbance; using threatening, abusive or profane language or other provocation which might reasonably be expected to result in a disturbance; causing dissension among employees.
- **Employment and Library Records**: Making a false statement on the application form; falsifying Library and employment records.
- **Graft**: Accepting cash, gifts, or other valuable items in exchange for special favors.
- **Incompetence**: Repetition of avoidable mistakes to a point that the mistakes

demonstrate the inability to perform designated tasks or a willful disregard for the Library's interest.

- **Insubordination:** Acting in an insubordinate manner toward any supervisor or any other directive of the Library; violation of official order; refusal to carry out lawful and reasonable directions given by a supervisor.
- **Intoxicants:** Bringing, possessing, or using alcoholic beverages on Library property while on the job; bringing, possessing or using illegal drugs on property or while on the job; being under the influence of or testing positive for these substances during working hours.
- **Neglect of Duty:** Negligence in the performance of duties which conflicts with the Library's interest. Neglect of duty resulting in inferior work; equipment breakdown, or waste of materials, supplies or products.
- **Safety:** Violation of safety regulations (Joint Loss Management Policy), safety standards, or endangering the health or safety of the employee or other persons; causing hazardous or dangerous situations; failure to report such situations, work-related accidents or remedy them where appropriate.
- **Sexual or Other Unlawful Harassment or Discrimination:** Discrimination, sexual or other unlawful harassment, and inappropriate conduct in violation of Town and/or Library policies. Retaliation against anyone who has complained of alleged harassment or discrimination or has participated in an investigation of a complaint.
- **Telephone, Facsimile, Computer, E-Mail, Copier:** Use of a Library computer, telephone, facsimile, e-mail, or copier in violation of Town and/or Library policy.
- **Performing Outside Work:** Performing outside work while on duty for the Kelley Library.
- **Theft or Destruction of Property:** The theft or negligent or intentional destruction of any Library property or the personal property of another, such as a coworker or vendor.
- **Unsatisfactory Job Performance:** Failure to demonstrate the requisite skill or abilities to

satisfactorily perform the duties of the job.

15:3 Punctuality and Attendance*

You are important to the effective operation of this business. When you are not here at expected times or on expected days, someone else must do your job or delay doing his or her own job while waiting for you to arrive.

As a result, we expect you to keep regular attendance and to be on time and ready to work at the beginning of each scheduled workday.

Of course, occasionally things will sometimes happen that will prevent you from showing up to work on time. For example, you may be delayed by weather, a sick child, or car trouble. If you are going to be late, please call. Please give this notice as far in advance as possible. This should only occur on an occasional basis. You are expected to do whatever is needed to ensure your arrival at work in time to be ready to work at your start time. It is required that when you do arrive late to work late that you will go to your supervisor immediately and work out a plan to deal with the missed time.

If you must miss a full day of work for reasons other than vacation, sick leave, or other approved leave (such as leave to serve on a jury or for a death in a family), you must notify your direct supervisor as far in advance as possible. Your supervisor will need to know as soon as possible to arrange to have your shift covered. If you cannot reach this person, please do not solely leave a message. You should call the Director or Assistant Director. Please also refer to the Library's Leave and Time Off Policies in this Handbook.

It is expected that you will personally make the call when calling off for the day or notifying staff that you will be late. You are the employee and as such are personally responsible for managing your work. Of course, in extreme circumstances where you are physically unable to call personally, you may have a family member or friend make the call.

If you are late for work or fail to appear without calling in as required by this policy or by other policies in this Handbook, you will face disciplinary action, up to and including termination.

*** This policy is subject to the Library's Americans with Disabilities Act, Pregnancy, Childbirth, and Related Medical Conditions Leave Policy and FMLA policy.**

15:4 Employee Appearance and Dress

The Kelley Library strives for excellence in customer service in the belief that it is basic to quality service to our community. The public evaluates your work performance in a variety of ways, and are influenced by many factors. How you are dressed for your day at work is a key element. The Library wants to make sure that all staff presents a professional yet approachable appearance, and has outlined its expectations for how employees dress for work.

No dress code can cover all possible attire, so staff is expected to use good judgement, based on the standards provided, when choosing attire for the day. If you have specific questions or are unsure about a particular article of clothing, please talk with your supervisor. In general, the expectation is business casual.

All clothing worn to work should be clean, neat, and in good condition. In addition to attire, employees should maintain a neat, professional appearance when working. If you have any questions about the proper attire for your position, please talk your supervisor, the Assistant Director or Director.

15:5 Pranks and Practical Jokes

Although we want our employees to enjoy their jobs and have fun working together, we cannot allow employees to play practical jokes or pranks on each other. At best, these actions disrupt the workplace and dampen the morale of some; at worst, they lead to complaints of discrimination, harassment, or assault.

If you have any questions about this policy, contact the Library Director.

Employees who play pranks or practical jokes will face disciplinary action, up to and including termination.

15:6 Horseplay

Although we want our employees to have fun while they work, we don't allow employees to engage in horseplay - which is fun that has gotten loud and boisterous and out of control. Horseplay disrupts the work environment and can get out of hand, leading to fighting, hurt feelings, safety hazards, or worse.

Employees who engage in horseplay will face disciplinary action, up to and including termination.

15:7 Fighting

Verbal or physical fighting among employees is absolutely prohibited. Employees shall not engage in, provoke, or encourage a fight. Those who violate this policy will be disciplined, up to and including termination.

15:8 Sleeping on the Job

When our employees arrive at work, we expect them to be physically prepared to work through their day. Employees who sleep on the job dampen morale and productivity and deprive us of their work and companionship.

As a result, we do not allow any employees to sleep while at work. Employees who feel sick or unable to finish the day because of weariness should talk to their supervisor or Library Director about using sick leave to take the rest of the day off. (See Section 10 of this Handbook for information about our sick leave policy.)

15:9 Insubordination

This workplace operates on a system of mutual respect between supervisors and employees. Supervisors must treat their employees with dignity and understanding, and employees must show due regard for their supervisors' authority.

Insubordination occurs when employees unreasonably refuse to obey the orders or follow the instructions of their supervisors. It also occurs when employees, through their actions or words, show disrespect toward their supervisors.

Insubordinate employees will face discipline, up to and including termination.

15:10 Use of Tobacco, Marijuana or Vaping Products

No consumption of tobacco products or vaping products or marijuana is allowed in the library building or on library property.

15:11 Corrective Action

The Kelley Library may use one or a combination of the following types of corrective action: Counseling, Verbal Warning, Written Warning, Suspension without Pay, Decreases in Pay, Reassignment, Termination of Employment, or any other action deemed appropriate. One or more of these actions may be taken, and no order or progression of discipline is required. This policy does not limit the Kelley Library's discretion to take the action it believes appropriate, including the right to terminate employees, at will, with or without notice and with or without prior disciplinary action. For example:

- Failure to use Kelley Library property appropriately, and/or failure to report problems or unsafe conditions, may result in disciplinary action, up to and including termination.
- We reserve the right to take any lawful action to recover or protect our property.
- Use of the Internet and Library Computer Equipment for personal use, including performing outside work while on duty for Kelley Library, may result in discipline, up to and including termination of employment.
- Violence of any kind perpetrated by staff members will be thoroughly investigated and may result in termination.

POLICY ADOPTED BY THE KELLEY LIBRARY BOARD OF TRUSTEES

June 16, 2025

<u>Employee Name</u>	<u>Rate</u>	<u>JOB TITLE</u>	<u>initial date of hire</u>
BAIRAMOVA, NATALIA I	\$30.64	HEAD OF USER SERVICES	5/8/2025
BOARI, MICAYLA A	\$25.02	ASST YOUTH LIBRARIAN-30 HRS	6/23/2025
CAMPBELL, REBECCA K	\$33.36	HEAD OF TECHNICAL SERVICES	2/23/2009
CARREIRO, DYLAN	\$12.61	LIBRARY PAGE-PT	7/11/2023
COLELLA, CHRISTOPHER M	\$29.06	SENIOR CUSTODIAN	1/1/2005
COSTIGAN, EILEEN	\$17.09	CIRCULATION AIDE 15 PT	8/12/2024
CRAIG, HEATHER O	\$25.15	CIRCULATION ASSISTANT	7/3/2017
DAVIS, DENISE A	\$19.32	PT CLEANER	8/13/2025
DESHLER, NICOLE M	\$25.15	CIRCULATION ASSISTANT-30 HRS	6/23/2014
DUCHARME, NATALIE L	\$53.53	DIRECTOR	2/1/1985
DUNN, BETTY M	\$26.95	CIRCULATION ASSISTANT - 30 HRS	4/30/1979
HARTY, DIANE	\$17.09	CIRCULATION AIDE 15 PT	7/12/2023
HAVEY-BERGERON, PETER T	\$19.32	HELP DESK SUPPORT PT	8/20/2025
HILEMAN, MEREDITH A	\$17.09	CIRCULATION AIDE 15 PT	8/21/2023
LAROCHE, AUDREY J	\$17.09	CIRCULATION AIDE 15 PT	3/21/2019
LORD, CYNTHIA A	\$29.70	SUPPLY CHAIN MGR-30 HRS	8/12/1996
MACHNIK, JUDITH A	\$17.09	CIRCULATION AIDE 15 PT	7/23/2020
MAYNARD, BENJAMIN L	\$24.37	CIRCULATION ASSISTANT	7/9/2021
MCCANN, LIWEN P	\$20.15	CIRCULATION AIDE 20 PT	1/1/2011
MCQUEEN, KYLIE A	\$19.32	CIRCULATION AIDE 20 PT	3/28/2024
PALARDY, ELIZABETH J	\$20.54	HELP DESK SUPPORT PT	7/12/2017
REEDY, CHRISTINA L	\$30.71	HEAD OF YOUTH SERVICES	8/19/2022
SEED, KRISTIN M	\$17.09	CIRCULATION AIDE 15 PT	8/19/2019
STEVENS, LAURA J	\$42.06	ASSISTANT DIRECTOR	10/19/2015

POSITION TITLE: Help Desk Assistant (up to 15 hrs weekly)

POSITION LEVEL: 2

GENERAL DESCRIPTION

Under the direct supervision of the Head of User Services, offers assistance and technical support to meet the needs and wants of the community of Salem in accordance with the goals and objectives established by the Kelley Library Board of Trustees and the Library Administration. Strives for exceptional services and collections for the community of Salem.

RESPONSIBILITIES TO THE PUBLIC

- Effectively provides information and readers' advisory services in response to queries of varying complexity via email, telephone and in person using materials in a variety of formats. Provides referrals to other libraries, sources, agencies, etc. when necessary.
- Works with customers to provide appropriate resources to satisfy their informational, educational, and recreational needs.
- Assists and instructs customers in using library resources – print, non-print, digital, electronic, on-line catalog, shared and consortial collections – readily adapting to the varying age, skill-levels, and interests of the customer.
- Assists customers in downloading eBooks and eAudios to electronic devices; troubleshoots download errors with customers in person and over the phone.
- Assists customers with the use of library owned technology tools (public computers, scanners, the library website, etc.) as well as customer owned devices and products.
- Schedules and oversees public use of computer, TalkBox and other electronic/digital equipment.
- Assists users of microform equipment.
- Troubleshoots library network hardware and software, peripherals, and other technological equipment.
- Cleans and inspects equipment, replaces printer cartridges or toner, and loads paper in various types of equipment.
- Pays attention to the interests, needs, questions and recommendations of/from the public with a view of its relevance to providing excellent service and quality collection.
- Provides services that are consistent, meet the needs of the customers, and are based on a thorough understanding and knowledge of policy and procedure.
- Maintains a welcoming and responsive environment at the Help Desk.
- Troubleshoots computers, software, connections, and other technology as needed to ensure satisfactory public access.
- Makes recommendations on changes to services, policies, or procedures that will better enable and encourage use of technology among library users.
- Monitors the library website, ensuring currency and relevance.
- Resolves customer concerns in a pleasant, timely, and professional manner.

COLLECTION RESPONSIBILITIES

- Has a comprehensive and in-depth knowledge of the reference and non-fiction collection (print, non-print, and electronic), and resources (print, consortial, and electronic).
- Promotes the collection to customers directly and through displays and handouts.
- Assists in the weeding process and/or discarding of library material.
- Assists in collection projects as assigned.

RESPONSIBILITIES TO THE STAFF

- Troubleshoots library network hardware and software, peripherals, and other technological equipment.
- Develops and maintains constructive and cooperative working relationships with staff.
- Stays current with library email and communication. Creates and maintains communication that is responsive, solution oriented, and establishes and enhances a positive and effective work relationship.
- Leaves clear and complete notes and information concerning issues, problems, on-going tasks, and similar to ensure seamless services.
- Provides leadership and serves as role model of excellence in professionalism to coworkers and public.

RESPONSIBILITIES TO THE ADMINISTRATION

- Relays departmental needs and concerns to the Head of User Services.

PROFESSIONAL RESPONSIBILITIES

- Stays open to change, readily taking on new tasks and learning new skills.
- Pays attention to current events, local events, and popular culture with a view to its relevance to position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Analytical abilities sufficient to perform reference searches quickly and accurately with material at the appropriate age level, and to evaluate statistical and observed information.
- Ability to analyze situations accurately and act effectively.
- Ability to meet or exceed the library's Core Competencies.
- Has highly developed computer skills, with the ability to learn new products quickly and easily.
- Ability to work independently and as a team, working harmoniously with coworkers and customers. Able to create and maintain a collaborative workplace.
- Commitment to excellence in public service, with a positive record of customer service.
- Demonstrates proficiency with computers, including networked computers, Windows, Microsoft Office applications, email, electronic resources and the Internet.
- Ability to master the use of state of the art ILS and effectively use to fullest extent in support of customer service.

- Excellent oral and written communications skills. Ability to communicate to technical and in layman's terms. Ability to prepare statistical and narrative reports.
- Considerable ability to establish and maintain effective and positive working relationships with staff and customers, with a proven record of working positively and successfully as a team member.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma required. At least some college or post high school technical training preferred.
- Experience in information, technology, or reference services required, customer service experience preferred.

June 2025

LIBRARY TRUSTEES' MEETING

September 30, 2025

5:30 PM

PRESENT

Kate Norton, Chris George, Douglass Knight, and Natalie Ducharme. Kate Norton called the meeting to order at 5:32 PM.

MINUTES

The revised September 15, 2025 minutes were reviewed. On a motion by Douglass Knight, seconded by Chris George, the minutes were unanimously passed.

TREASURER'S REPORT

There was no treasurer's report as this is the second meeting in the same month.

There one bill and one reimbursement to be handled.

1. Lakeshore revised invoice – of \$459.08. This included the non-profit discount. The check #1334 for \$573.85 was voided. A Children's heavy duty kitchen set was purchased. On a motion by Douglass Knight, seconded by Chris George, the trustees agreed to pay the revised invoice.
2. Reimbursement - \$699.00 to Natalie Ducharme for the annual Princh subscription payment. On a motion by Douglass Knight, seconded by Chris George, the trustees agreed to authorize the reimbursement from the library budget.

OLD BUSINESS

The First Order of Old Business was 2026 Operating Budget.

The trustees reviewed the 2026 budget. On a motion by Douglass Knight, seconded by Chris George, the 2026 budget was unanimously passed.

The Second Order of Old Business was replacement cherry tree.

The trustees have authorized Ms. Ducharme and the Senior Custodian to go ahead with their plan to plant a weeping cherry tree on the Main Street side, past the far end of the building. The Senior Custodian will move the plaque to the new site. Ms. Ducharme will hire someone to grind the stump to ground level.

The Third Order of Old Business was citizen's petition capital project.

Ms. Ducharme updated the trustees on the replacement plan for the incremental units. It is a complex project that will take most of 2026 to create a plan for a citizen's petition for this capital project.

NEW BUSINESS

The first order of New Business was 2026 memo to the Town Council and the Budget Committee.

The trustees reviewed the memo. On a motion by Douglass Knight, seconded by Chris George, the 2026 budget memo was unanimously passed.

DIRECTOR'S REPORT

Ms. Ducharme reported that she has not received word regarding when the library is presenting the budget to the town council and budget committee. The trustees decided that the chair would reach out to town to get the library on the agenda for these boards.

LIBRARY TRUSTEES' MEETING

September 30, 2025

5:30 PM

TRUSTEE MATTERS

The trustees directed Ms. Ducharme to investigate how to move the trustee funds to a different bank. The trustees will coordinate a time to get the Brock trust check finalized.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting:

-Monday, November 17, 2025 at 5:30 pm in the Beshara Room

ADJOURNMENT

On a motion by Douglass Knight, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 6:37 PM.

DRAFT

LIBRARY TRUSTEES' MEETING

August 26, 2025

5:30 PM

PRESENT

Kate Norton, Chris George, Douglass Knight, Laura Stevens and Natalie Ducharme. Kate Norton called the meeting to order at 5:31 PM.

MINUTES

The revised July minutes were reviewed. On a motion by Douglass Knight, seconded by Chris George, the minutes were passed 3-0.

TREASURER'S REPORT

The trustees reviewed the May, June and July treasurer's reports. Ms. Ducharme shared that Square reporting and Salem Co-Op's checking account reporting does not always align due to payments transfer dates. Square reports match to Aspen and Polaris. She included a separate Square report with the types of payments. She will continue to do this monthly as part of the treasurer's report. On a motion by Douglass Knight, seconded by Chris George, the trustees unanimously accepted the May, June and July treasurer's report.

May 2025

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$66,893.98
Certificate of Deposit (Salem Co-op Bank)*	\$11,678.50 (February Balance)

*only annual statement now available

Subtotal	\$78,572.48
----------	-------------

Brock Trust Fund Interest Acct (Salem Co-op)	\$8,582.40
--	------------

Subtotal	\$8,582.40
----------	------------

Total Board of Trustees' Funds	\$87,154.88
---------------------------------------	--------------------

There are no bills to be paid at this time.

June 2025

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$67,351.73
Certificate of Deposit (Salem Co-op Bank)*	\$11,678.50 (February Balance)

*only annual statement now available

Subtotal	\$79,030.23
----------	-------------

Brock Trust Fund Interest Acct (Salem Co-op)	\$8,583.13
--	------------

Subtotal	\$8,583.13
----------	------------

Total Board of Trustees' Funds	\$87,613.36
---------------------------------------	--------------------

There are no bills to be paid at this time.

LIBRARY TRUSTEES' MEETING

August 26, 2025

5:30 PM

July 2025

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$68,495.56
Certificate of Deposit (Salem Co-op Bank)*	\$11,678.50 (February Balance)

*only annual statement now available

Subtotal	\$80,174.06
----------	-------------

Brock Trust Fund Interest Acct (Salem Co-op)	\$8,583.86
Subtotal	\$8,583.86

Total Board of Trustees' Funds	\$88,757.92
---------------------------------------	--------------------

There are no bills to be paid at this time.

OLD BUSINESS

The first Order of Old Business was 2026 Operating Budget.

Ms. Ducharme reported that nothing has been received from town regarding the 2026 Budget.

The Second Order of Old Business was incremental AC units in the Edward V. Reed Wing.

Ms. Ducharme reported that the AC units have aged out and finding replacement parts are extremely challenging. Ms. Ducharme and the Senior Custodian will be researching a new AC system during 2026 to put together a capital project for the 2027 budget.

The Third Order of Old Business was the quotes from the security camera companies.

Ms. Ducharme reported the need for exterior cameras and an additional internal camera was due to vandalism. Without the 2026 budget draft, she is unable to make a recommendation at this time as to which quote to include in the Building Enhancement line.

NEW BUSINESS

The first order of New Business was the revised minutes of the April 29 2024 meeting.

The Employment Classifications Policy was inadvertently left out of the approved minutes. On a motion by Douglass Knight, seconded by Chris George, the Employment Classifications Policy was added to the April 29, 2024 minutes. The vote was 2-0 -0. Douglass Knight was ineligible to vote on these minutes.

The second order of New Business was the revised minutes of the July 15, 2024 meeting.

The Hiring Policy was inadvertently left out of the approved minutes. On a motion by Douglass Knight, seconded by Chris George, the Hiring Policy was added to the July 15, 2024 minutes. The vote was 2-0 -0. Douglass Knight was ineligible to vote on these minutes.

The third order of New Business was the Circulation Policy.

The Circulation Policy was revised to include adult puzzles and remove laptops

LIBRARY TRUSTEES' MEETING

August 26, 2025

5:30 PM

DIRECTOR'S REPORT

Ms. Ducharme reported that the number of visitors in July exceeded 10,000. This is a substantial increase, primarily due to the Youth Services Department making the space inviting and offering a variety of educational and developmentally appropriate activities.

Ms. Ducharme also asked for guidance regarding two building projects; the stump removal and a replacement ramp for the shed. The trustees decided that these projects could be done this fall and would be paid from trustee funds.

In addition, Ms. Ducharme asked that the trustees set aside \$1,000.00 for the Youth Services Department. With the constant use and needs for different ages, there is a demand to replace and/or add items as needed. Kate Norton made the motion authorizing the Youth Services Department to spend a \$1,000.00 for public furniture and educational resources." On a motion by Douglass Knight, seconded by Chris George, the motion passed were passed 3-0. As items are purchased the invoices will be brought to the Trustees for payment.

Lastly, Ms. Ducharme discussed the quote to have electricity brought to the shed. She has received one quote thus far. She discussed the possibility of having it paid from the remainder of the 2025 budget or including it the 2026 budget. Without the 2026 budget draft, it is impossible to move forward at this time.

TRUSTEE MATTERS

Chris George brought up the length of time that held items are available for pickup. Ms. Ducharme and Ms. Stevens remarked that this has not been evaluated in a decade or more. They will review and make changes.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting:

-Monday, September 15, 2025 at 5:30 pm in the Beshara Room

ADJOURNMENT

On a motion by Douglass Knight, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 6:32 PM.

LIBRARY TRUSTEES' MEETING

July 22,
2025
5:30 PM

PRESENT

Kate Norton, Chris George, Douglass Knight, Natalie Ducharme. Kate Norton called the meeting to order at 5:31 PM.

MINUTES

The revised June minutes were reviewed. On a motion by Douglass Knight, seconded by Chris George, the minutes were passed 3-0.

TREASURER'S REPORT

There was no Treasurer's Report for June. Ms. Ducharme presented the April '25 and May '25 checking account statements. The April '25 statement has the ending balance of \$66,869.97 and the May '25 statement shows a balance forward from April as \$66,871.06. The Trustees will research this discrepancy. Douglass Knight noted that he he has been added to the library accounts

There are 3 bills to be paid at this time.

- Center Point Large Print invoice of \$27.27. On a motion by Douglass Knight, seconded by Chris George, the payment of this invoice passed 3-0.
- Center Point Large Print invoice of \$55.19. On a motion by Douglass Knight, seconded by Chris George, the payment of this invoice passed 3-0.
- Derry Public Library invoice of \$11.00. On a motion by Douglass Knight, seconded by Chris George, the payment of this invoice passed 3-0.

In addition there was a reimbursement to sign that will go to Town.

\$198.21 Reimbursement to Natalie Ducharme for the purchase of children's Amazon books for the Intergenerational Collaborative of Salem's event "Fiesta of Fun". On a motion by Douglass Knight, seconded by Chris George, the authorization of the reimbursement passed 3-0.

OLD BUSINESS

The first Order of Old Business was 2026 Operating Budget.

Ms. Ducharme reported that town is switching to new budget software from Gravity IGM. She attended a workshop regarding this software. The timeline for the 2026 budget process has not been released, nor have the budget goals been issued. She is not anticipating any major changes in the operating budget, but has not seen the personnel costs yet.

NEW BUSINESS

The first order of New Business was Incremental AC units in the wing of the building.

Ms. Ducharme explained that CAC is having unanticipated difficulty finding parts to repair one of the units. There is a second unit that is also in need of repair. There are 4 units in this wing and 1 in the Kelly Room. The last time these units were rehabbed was 12 years ago. This may become a capital project in the next few years if the units are unable to be repaired. She and the Senior Custodian will keep monitoring this situation.

LIBRARY TRUSTEES' MEETING

July 22,

2025

5:30 PM

The second order of New Business was Fire Chief, Craig Lemire's email requesting that Kelley Library become a Cooling/Warming Center.

After a brief discussion, the trustees voted. On a motion by Douglass knight, seconded by Chris George, the trustees unanimously voted to become a Cooling/Warming Center.

DIRECTOR'S REPORT

Ms. Ducharme reported that the Summer Reading Program is going well. There were new programs added this summer, including; Read with Rocky, PALS Elementary School Visit. The Teen Book Club continues to be popular and the Build a Friend program was hugely popular. She also reported that the dying cherry tree was removed.

TRUSTEE MATTERS

There were no trustee matters.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting:

-Tuesday August 26, 2025 at 5:30 pm in the Beshara Room

ADJOURNMENT

On a motion by Douglass Knight, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 6:01 PM.

LIBRARY TRUSTEES' MEETING

June 16, 2025

5:30 PM

PRESENT

Kate Norton, Chris George, Douglass Knight, Natalie Ducharme and Laura Stevens. Kate Norton called the meeting to order at 5:32 PM.

MINUTES

The May minutes were reviewed and revised. On a motion by Douglass Knight, seconded by Chris George, the minutes were passed 3-0.

TREASURER'S REPORT

There was no Treasurers Report for May 2025. The trustees as authorized agents of the Library Building Capital Reserve Fund signed the memo authorizing the Trustee of the Trust Funds to move money from the library fund to pay for the elevator hydraulic fluid tank repairs. There are several bills to pay.

1. Reimbursement for Amazon books for "Fiesta of Fun" coming next month
 - i. Intergenerational Collaborative of Salem event Salem Woods donated snacks and gift basket, Salem Council on aging gave \$150 for books, Kelley Library added an additional \$50.00 for Books
2. Purchase of Large Print books from the Salem Council on Aging. This expends the remainder of their donation for this year. There will be one additional invoice for titles not released yet.
 - i. Centerpoint Large Print invoice no. 2173758 for \$53.89
On a motion by Douglass Knight, seconded by Chris George, the trustees unanimously voted to pay this invoice for \$53.89
 - ii. Centerpoint Large Print invoice no. 2171399 for \$115.31
On a motion by Douglass Knight, seconded by Chris George, the trustees unanimously voted to pay this invoice for \$115.31
3. Reimbursement to GMICLS libraries for damaged books by a Kelley patron
 - i. Goffstown Public Library - \$24.95
On a motion by Douglass Knight, seconded by Chris George, the trustees unanimously voted to pay this invoice for \$24.95
 - ii. Leach Library, Londonderry NH - \$27.95
On a motion by Douglass Knight, seconded by Chris George, the trustees unanimously voted to pay this invoice for \$27.95
 - iii. Manchester City Library - \$56.90
On a motion by Douglass Knight, seconded by Chris George, the trustees unanimously voted to pay this invoice for \$56.90
 - iv. Nesmith Library, Windham NH – \$ 16.95 invoice
On a motion by Douglass Knight, seconded by Chris George, the trustees unanimously voted to pay this invoice for \$16.95

Mr. Douglass will go to the bank to have his name added to the library's accounts

LIBRARY TRUSTEES' MEETING

June 16, 2025

5:30 PM

OLD BUSINESS

The first Order of Old Business was Employee Manual revision.

Section 15 – Work Place Behavior and Standard of Conduct was reviewed and revised. On a motion by Chris George, seconded by Douglass Knight, this policy was unanimously passed.

The second order of Old Business was the Trustee manual.

The trustees reviewed the Sales and Solicitation Policy. On a motion by Chris George, seconded by Kate Norton, the trustees voted 2-1 to adopt this policy.

NEW BUSINESS

The first order of New Business was Salembrotation. – August 9, 2025 – Closing

Ms. Ducharme explained that due to Salem's 275th anniversary programs happening at SHS and the Field of Dreams on Saturday, August 9, 2025, Veterans Memorial Parkway is being blocked off and parking will be a major problem. She recommending closing this day. After a brief discussion, Douglass Knight made the motion to close, Chris George seconded and the trustees unanimously voted to close on Saturday, August 9, 2025.

The second order of New Business was 20 hour Help Desk Support Position job description.

The trustees reviewed and revised the job description. On a motion by Douglass knight, seconded by Chris George, the trustees unanimously voted to accept the revised job description.

The third order of New Business was the 2026 budget.

Ms. Ducharme shared that due to vandalism outside the building regarding the rodent traps & termite traps, she will be including increased expenses for additional cameras. She will be getting quotes in July and August.

DIRECTOR'S REPORT

Ms. Ducharme mentioned that she visited all five elementary schools second grade classes to promote the summer reading program. She also mentioned that the Senior Custodian reached out to an arborist for an opinion regarding the cherry tree. The arborist said the tree is dying and should be removed. The tree has a donation plaque with it. The Senior Custodian has made plans for the tree to be removed. Ms. Ducharme explained that she wants to move the plaque to the cement wall and plant a shrub there to continue to honor the donor's intentions.

TRUSTEE MATTERS

There were no trustee matters.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting:

-Monday July 21, 2025 at 5:30 pm in the Beshara Room

ADJOURNMENT

LIBRARY TRUSTEES' MEETING

June 16, 2025

5:30 PM

On a motion by Douglass Knight, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 6:29 PM.

LIBRARY TRUSTEES' MEETING

May 19, 2025

5:30 PM

PRESENT

Kate Norton, Chris George, Douglass Knight, Natalie Ducharme and Laura Stevens. Kate Norton called the meeting to order at 5:36 PM.

MINUTES

The March minutes were reviewed. On a motion by Douglass Knight, seconded by Chris George, the minutes were passed 3-0.

TREASURER'S REPORT

The trustees reviewed the April 2025 Treasurer's Reports. On a motion by Douglass Knight and seconded by Chris George, the trustees voted unanimously to accept the Treasurer's Report.

APRIL 2025

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$66,869.97
Certificate of Deposit (Salem Coop Bank)	\$11,678.50 (Feb balance)
March CD Interest unavailable	TBA
Subtotal	\$77,709.24
Brock Trust Fund Interest Acct (Salem Coop)	\$8,580.22
Year to date interest through April	\$1.47
Subtotal	\$8,581.69
Total Board of Trustees' Funds	\$86,290.15

There are 3 bills to be paid at this time.

1. Performer – Professor Bugman Entomology Adventures \$300.00
2. Nesmith Invoice for lost book by Kelley patron - \$25.00
3. S&S invoice for \$1,051.08 for 2 additional wooden bookcases for children's room

The trustees also discussed the new requirements to update the bank accounts. Ms. Ducharme provided a letter on library stationary for the trustees to sign and a copy of the last meeting minutes that will be brought to the bank in order to have the authorized users updated. Ms. Ducharme reported that the Brock Trust fund statement is being mailed to town and that the Certificate of Deposit will not mail out interest statements, only the annual renewal authorization of the CD.

OLD BUSINESS

The first Order of Old Business was Employee Manual revision.

Section 15 – Work Place Behavior and Standard of Conduct was reviewed and revised. Updates to the smoking section need to be addressed and this will continue to be revised at the next meeting

LIBRARY TRUSTEES' MEETING

May 19, 2025

5:30 PM

The second Order of Old Business was Employee Manual revision.

The trustees reviewed the Sales and Solicitation Policy. On a motion by Chris George, seconded by Kate Norton, the trustees voted 2-1 to adopt this policy.

NEW BUSINESS

The first order of New Business was the Head of User Services position.

Ms. Ducharme proposed that since the current Head of Information Services would be retiring at the end of the month, it was an opportune time to revisit this position and the needs of the library. Ms. Ducharme and Ms. Stevens had met and discussed various options. Ms. Ducharme suggested that instead of a Department Head this position is broken into various positions. The first being a PT Information Services Support Assistant which will mirror the current 15 hr. PT position (2 nights and every other Saturday). The second is creating a 20 hour Information Support Assistant with the elimination of the 20 hour Library Aide II –Youth Services position. Instead, the Youth Services will add a 30 hour Youth Services Librarian who will be overseen by the Head of Youth Services. Gaps at the Information Services desk will be covered by Full time staff that will be crossed trained. The 2 new Information Services positions will be overseen by the Head of User Services.

The second order of New Business was Ethics Training by Town Hall.

Ms. Ducharme shared the email regarding the upcoming dates and times of 2 trainings for newly elected officials.

The third order of New Business was the Library Card Registration Policy for Minors.

Ms. Stevens provided a draft for the trustees to review and explained about the upcoming change in NH Law regarding minors defined as below 18. The library card application for minors has been updated. After review, Chris George made a motion to accept the policy. It was seconded by Douglass Knight and was unanimously accepted.

DIRECTOR'S REPORT

Ms. Ducharme explained that she is still having difficulty trying to depose of the old equipment. She also mentioned the CAC removal and replacement of the ductwork in the back storage area and Beshara Room. This was necessary due to mice making homes in the insulation and dying there.

TRUSTEE MATTERS

There were no trustee matters.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting:

-Monday June 16, 2025 at 5:30 pm in the Beshara Room

ADJOURNMENT

On a motion by Douglass Knight, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 6:58 PM.

LIBRARY TRUSTEES' MEETING

April 21, 2025

5:30 PM

PRESENT

Kate Norton, Chris George, Douglass Knight, Natalie Ducharme and Laura Stevens. Kate Norton called the meeting to order at 5:33 PM.

MINUTES

The March minutes were reviewed. On a motion by Chris George, seconded by Kate Norton, the minutes were passed 2-0.

March 2025

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$66,030.74
Certificate of Deposit (Salem Coop Bank)	\$11,678.50 (Feb balance)
March CD Interest unavailable	TBA
Subtotal	\$77,709.24
Brock Trust Fund Interest Acct (Salem Coop)	\$8,580.91
March Interest unavailable	TBA
Subtotal	\$8,580.91
Total Board of Trustees' Funds	\$86,290.15

There are one bills to be paid.

1. Performer – Professor Bugman Entomology Adventures \$300.00 Ms. Ducharme is waiting for the Salem Area Women's Club donation before paying for this summer performer.

The trustees also discussed the need to update the bank accounts. In addition, due to the elimination of bank passbooks, the trustees need to direct the monthly Brock Trust Fund and the CD account monthly statements sent to the library. The trustees stated that they would coordinate this.

OLD BUSINESS

The first Order of Old Business was elections and choosing of officers.

On a motion by Chris George, seconded by Douglass Knight, Kate Norton was unanimously voted chair.

On a motion by Kate Norton, seconded by Douglass Knight, Chris George was unanimously voted vice-chair

On a motion by Chris George, seconded by Kate Norton, Douglas Knight was unanimously voted treasurer.

The second order of Old Business was the Trustee manual.

After the Trustee Code of Ethics was reviewed, the trustees voted unanimously to reaffirm the Trustee Code of Ethics. It was an unanimous vote. Chris George made the motion and Douglass Knight seconded. The trustees also reviewed the Library Board of Trustees bylaws. On a motion by Chris George, seconded by Douglass Knight, the trustees unanimously voted to reaffirm the Library Board of Trustee bylaws.

LIBRARY TRUSTEES' MEETING

April 21, 2025

5:30 PM

The third order of Old Business was the Employee Manual.

After section 7 – Hours was reviewed, the trustees unanimously decided to accept this policy. Douglass Knight made the motion and Chris George seconded it.

Section 15- Workplace Behavior and Standard of Conduct was tabled until the next meeting.

The fourth order of Old Business was the Trustee Manual.

After reviewing the Teem Room Policy, the trustees voted unanimously to accept this policy. Douglass Knight made the motion and Chris George seconded. The trustees also reviewed the Safety for Minors policy and voted unanimously to accept it. Douglass Knight made the motion and Chris George seconded.

NEW BUSINESS

The first order of New Business was the Trustee Manual.

The trustees were give a draft of the Sales, solicitation policy for discussion at the next meeting.

The trustees reviewed a draft of the Public Internet Policy. After reviewing this policy, the trustees unanimously voted to accept it. Douglass Knight made the motion and Chris George seconded.

DIRECTOR'S REPORT

Ms. Ducharme explained that the new lawn equipment has arrived and she was having difficulty trying to depose of the old equipment. She also explained that the hydraulic fluid tank was replaced and the elevator is back up to code. Ms. Ducharme participated in Salem's 275th anniversary with a program at the Alice Hall Library. The program was libraries past and present and it was well received. The Head of User Services was hired and will begin work on Thursday, May 7, 2025. In addition, the part time cleaner will resign effective April 25, 2025. The Head of Information Services is planning on resigning, but no date yet.

TRUSTEE MATTERS

There were no trustee matters.

PUBLIC MATTERS

New residents to Salem were interesting in understanding how library budgets and financing work in New Hampshire. They are library supporters and offered to help with fundraising.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting:

-Monday May 19, 2025 at 5:30 pm in the Beshara Room

ADJOURNMENT

On a motion by Chris George, seconded by Kate Norton, the trustees voted unanimously to adjourn the meeting at 6:54 PM.

LIBRARY TRUSTEES' MEETING

March 17, 2025

5:30 PM

PRESENT

Kate Norton, Chris George, Douglass Knight (unofficially), Natalie Ducharme and Laura Stevens. Kate Norton called the meeting to order at 5:34 PM.

MINUTES

The February minutes were reviewed. On a motion by Chris George, seconded by Kate Norton, the minutes were passed 2-0.

TREASURER'S REPORT

The trustees reviewed the January and February Treasurer's report.

January 2025

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$65,803.74
Square Payment not posted	<u>\$16.79</u>
Subtotal	\$65,820.53
Certificate of Deposit (Salem Coop Bank)	\$11,660.61
Subtotal	\$77,481.14
Brock Trust Fund Interest Acct (Salem Coop)	\$TBA
Subtotal	\$TBA
Total Board of Trustees' Funds	\$TBA

February 2025

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$65,745.33
Square payments not posted	<u>\$32.76</u>
Subtotal	\$65,778.09
Certificate of Deposit (Salem Coop Bank)	\$11,678.50
Subtotal	\$77,456.59
Brock Trust Fund Interest Acct (Salem Coop)	\$TBA
Subtotal	\$TBA
Total Board of Trustees' Funds	\$TBA

There are two bills to be paid at this time.

OverDrive eAudiobook invoice of \$122.98. On a motion by Chris George, seconded by Kate Norton, payment of this invoice passed 2-0.

Barrington Public Library invoice of \$16.00. On a motion by Chris George, seconded by Kate Norton, payment of this invoice passed 2-0.

LIBRARY TRUSTEES' MEETING

March 17, 2025

5:30 PM

The trustees also discussed the need to update the bank accounts. In addition, due to the elimination of bank passbooks, the trustees need to direct the monthly Brock Trust Fund and the CD account monthly statements sent to the library.

OLD BUSINESS

The first Order of Old Business was the Employee Manual revision.

The trustees tabled Section 7 - Hours will until the next meeting

The trustees tabled Section 15 - Work Place Behavior and Standard of Conduct until the next meeting.

NEW BUSINESS

The first order of New Business was updating the trustee elections and choosing of officers.

This was tabled until the next meeting

The second order of New Business was the Trustee Manual including code of ethics, bylaws and policies

This was tabled until the next meeting

The third order of New Business was the 2025 COLA memo for town

Trustees Kate Norton and Chris George signed the memo.

The fourth order of New Business were updates to the Trustee Manual

The first update was the Closing Decision policy to include Juneteenth

On a motion by Kate Norton, seconded by Chris George, the trustees voted 2-0 to update this policy.

The second update was Kelley Library Investment policy which needed to be reaffirmed annually.

On a motion by Chris George, seconded by Kate Norton, the trustees voted 2-0 up reaffirm this policy.

The fifth order of New Business were updates to the Teen Room policy and Safety for Minors policy.

The trustees received drafts of these policies to review and discuss and the April meeting.

The sixth order of New business was a Trustee Finances overview.

Ms. Ducharme gave a presentation of the trustee funds and town funds and the state laws that govern these monies.

DIRECTOR'S REPORT

Ms. Ducharme mentioned that the patron count was high for January and believes that the children/Teen programming is having a positive impact on the library.

TRUSTEE MATTERS

Douglas Knight will be sworn in by the town clerk before the next meeting.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting:

LIBRARY TRUSTEES' MEETING

March 17, 2025

5:30 PM

-Monday April 21, 2025 at 5:30 pm in the Beshara Room

ADJOURNMENT

On a motion by Chris George, seconded by Kate Norton, the trustees voted unanimously to adjourn the meeting at 6:32 PM.

LIBRARY TRUSTEES' MEETING

February 10, 2025

5:30 PM

PRESENT

Kate Norton, Chris George, Natalie Ducharme and Laura Stevens. Kate Norton called the meeting to order at 5:35 PM.

MINUTES

The December minutes were reviewed and revised. On a motion by Chris George, seconded by Kate Norton, the revised minutes were unanimously approved.

TREASURER'S REPORT

Ms. Ducharme stated that after the December 2024 Treasurer's Report is approved, she will be sending the 2024 trustee finances digitally to the Finance Director for inclusion in the annual audit.

December 2024

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$65,356.47
Certificate of Deposit (Salem Coop Bank)	\$11,640.83
Subtotal	\$76,997.30
Brock Trust Fund Interest Acct (Salem Coop)	\$8,580.22
Subtotal	\$ 8,580.22
Total Board of Trustees' Funds	\$85,577.52

The trustees reviewed the December Treasurer's Report. On a motion by Chris George, seconded by Kate Norton, the December Treasurer's Report was unanimously approved.

There are four bills to be paid at this time and one reimbursement authorization for town (library operating budget)

Trustee funds- Reimbursement for children's puzzles - \$120.73 – Materials of Trade

On a motion by Chris George, seconded by Kate Norton, this \$120.73 reimbursement was unanimously approved.

Trustee funds –Reimbursement for Jigsaw puzzle tournament puzzles - \$60.39- Programming

On a motion by Chris George, seconded by Kate Norton, this \$60.39 reimbursement was unanimously approved.

Trustee Funds – Center Point Large Print invoice for \$28.67 – Material of Trade from Salem Council on Aging donation.

On a motion by Chris George, seconded by Kate Norton, this \$28.67 payment was unanimously approved.

Trustee Funds – Reimbursement for Tonies for children's collection - \$312.81 – Materials of trade

On a motion by Chris George, seconded by Kate Norton, this \$312.81 reimbursement was unanimously approved.

Operating Budget reimbursement form – authorize reimbursement for snacks and prizes - \$89.15 for puzzle tournament – programming

LIBRARY TRUSTEES' MEETING

February 10, 2025

5:30 PM

OLD BUSINESS

The first Order of Old Business was the Employee Manual revision.

The trustees reviewed Section 17 – Health and Safety Policy

On a motion by Chris George, seconded by Kate Norton, this policy was unanimously approved.

The trustees reviewed Section 7- Hours and will continue to review and revise at the next meeting

The trustees tabled Section 15- Work Place Behavior and Standard of Conduct until the next meeting.

NEW BUSINESS

The first order of New Business was updating the following three job descriptions.

- Head of User Services
- Head of Information Services
- Senior custodian

The trustees reviewed each job description.

On a motion by Chris George, seconded by Kate Norton, the updated Head of User Services job description was unanimously approved.

On a motion by Chris George, seconded by Kate Norton, the updated Head of Information Services job description was unanimously approved.

On a motion by Chris George, seconded by Kate Norton, the updated Senior Custodian job description was unanimously approved.

The second order of New Business was updating the Meeting Use Policy.

The trustees reviewed the updated Meeting Use Policy. On a motion by Chris George, seconded by Kate Norton, the updated Meeting Use Policy was unanimously approved.

The third order of New Business was a State Library update.

Ms. Ducharme provided a timeline of activity since Michael York retired in October 2024 up to now. The trustees discussed who and how to support for State Librarian.

DIRECTOR'S REPORT

Ms. Ducharme mentioned that the patron count was high for January and believes that the children/Teen programming is having a positive impact on the library.

TRUSTEE MATTERS

The trustees discussed the current bills being presented in New Hampshire's House and Senate.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting:

-Monday March 17, 2024 at 5:30 pm in the Beshara Room

ADJOURNMENT

On a motion by Chris George, seconded by Kate Norton, the trustees voted unanimously to adjourn the meeting at 7:45 PM.

LIBRARY TRUSTEES' MEETING

December 9, 2024

5:30 PM

PRESENT

David Hickernell, Kate Norton, Natalie Ducharme, Chris George and Laura Stevens. Kate Norton called the meeting to order at 5:36 PM.

MINUTES

The November minutes were reviewed and revised. On a motion by David Hickernell, seconded by Chris George, the revised minutes were unanimously approved.

TREASURER'S REPORT

Ms. Ducharme reported on her meeting with the Finance Director. The auditor's requests were discussed and a plan created. Ms. Ducharme will send over the 2024 backup financial spreadsheets after the Trustees have approved the December Treasurer's report. The Finance Director will include them for the audit. In 2025, Ms. Ducharme will send backup financial spreadsheets monthly, after the trustees have approved the Treasurer's Report. The trustees supported this plan and Ms. Ducharme will inform the Finance Director as such.

Ms. Ducharme discussed her idea for monthly jigsaw puzzle tournaments in Jan, Feb and March of 2025. The trustees supported this idea and want to commit funds towards the purchase of puzzles, snacks and prizes for these programs. Ms. Ducharme estimates that the cost for these 3 programs will be between \$300 and \$400.

Ms. Ducharme discussed the \$1000.00 donation from the Salem Council on Aging. Purchases of specialty jigsaw puzzles and items for the Library of Things have been made. The trustees thanked the Salem Council on Aging for their \$1,000.00 donation which made these purchases possible Ms. Ducharme mentioned creating a special Senior Library of Things area in the magazine area at some point in 2025.

The trustees reviewed the December Treasurer's Report. On a motion by David Hickernell, seconded by Chris George, the December Treasurer's Report was unanimously approved.

Nov 2024

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$64,339.36
Certificate of Deposit (Salem Coop Bank)	\$11,621.09
Subtotal	\$75,960.45

Brock Trust Fund Interest Acct (Salem Coop)	\$8,579.86
Subtotal	\$ 8,579.86

Total Board of Trustees' Funds \$84,540.31

There are 3 bills to be paid at this time.

The first is for \$176.65 to Center Point Large Print Books for large print nonfiction.

The bill was paid with 3-0 vote. David Hickernell made the motion and Chris George seconded.

LIBRARY TRUSTEES' MEETING

December 9, 2024

5:30 PM

The second is to Amazon for \$479.21 for items, including jigsaw puzzles, etc. for seniors to be added to the Library of Things collection. The bill was paid with 3-0 vote. David Hickernell made the motion and Chris George seconded.

The third is for \$353.25 to the Town of Salem for the annual reimbursement of Princh printing. The bill was paid with 3-0 vote. David Hickernell made the motion and Chris George seconded.

OLD BUSINESS

The first Order of Old Business was the Warrant for \$8,000 reimbursement for the new energy efficient heating system.

Ms. Ducharme reported on her discussion of the warrants/Citizen's Petitions with the Finance Director. Ms. Ducharme presented the possibility that the Town could bring forward the warrant on our behalf, due to the unassigned fund balance. Ms. Ducharme presented potential wording of the warrant that the Finance Director created on behalf of Town. Upon review of this document the trustees voted 3-0 to allow the town to go ahead with the warrant. David Hickernell made the motion and Chris George seconded. After a brief discussion the trustees plan on going forward with this warrant and Ms. Ducharme will inform the Finance as such.

The Second Order of Old Business was the Employee Manual Revision.

The trustees decided to take this up at future meetings.

NEW BUSINESS

The first order of New Business was the Replacement of the Elevator's Hydraulic Fluid Tank.

The trustees discussed the Citizen's Petition needed to fully fund the replacement of the Hydraulic fluid tank. After a brief discussion, the trustees decided to go ahead with a Citizen's Petition for \$15, 083. The trustees reviewed and revised the memo that will go to the Town Council and Budget Committee. Ms. Ducharme will send this memo out after her return from vacation.

Ms. Ducharme asked if the trustees had an interest in creating warrants instead of Citizen's Petitions going forward. The trustees expressed an interest and asked Ms. Ducharme to inquire how to create this process where the trustees submitted warrants and the Town Council does not vote on them, because the Library Board of Trustees vote on warrants. The Town Council would recommend or not recommend as they do now on library citizen's petitions.

DIRECTOR'S REPORT

Ms. Ducharme mentioned that the scheduling software "Event Keeper" by Plymouth Rocket was going out of business and the library was making the switch to the Assabet product, "Assabet Interactive" on the recommendation of the Head of User Services. Both the Head of User Services and the Assistant Director are training and setting up the software. The Assistant Director hopes to have the new software up and running for January 2, 2025.

LIBRARY TRUSTEES' MEETING

December 9, 2024

5:30 PM

TRUSTEE MATTERS

There were no trustee matters.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting:

-Monday February 10, 2024 at 5:30 pm in the Beshara Room

ADJOURNMENT

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 6:57 PM.

LIBRARY TRUSTEES' MEETING

November 19, 2024

5:30 PM

PRESENT

David Hickernell, Kate Norton, Chris George, Kate Norton called the meeting to order at 5:30 PM.

MINUTES

The September 9, 2024 minutes were reviewed and unanimously approved with a motion by David Hickernell, seconded by Chris Georg.

The September 16, 2024 minutes were reviewed and revised. On a motion by David Hickernell, seconded by Chris George, the revised minutes were unanimously approved.

TREASURER'S REPORT

The trustees reviewed the August and November Treasurers reports. The November Treasurer's Report included September and October. On a motion by David Hickernell, seconded by Chris George, both the August and September minutes were unanimously approved. The trustees reviewed and signed the annually required documentation from Citizen's bank which oversees the Mary E. Brock Trust. Lastly, the trustees discussed the auditor's suggestion and the possibility of using Quickbooks. The cost of Quickbooks is prohibitive and not an option. Ms. Ducharme was directed to reach out to the Finance Director and discuss making the audit process smother.

August 2024

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$63,405.30
Certificate of Deposit (Salem Coop Bank)	\$11,563.34
Subtotal	\$74,968.64

Brock Trust Fund Interest Acct (Salem Coop)	\$8,578.80
Subtotal	\$ 8,578.80

Total Board of Trustees' Funds \$83,547.44

There are no bills to be paid at this time

September 2024

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$62,782.16
Certificate of Deposit (Salem Coop Bank)	\$11,583.35
Subtotal	\$74,364.51

Brock Trust Fund Interest Acct (Salem Coop)	\$8,579.15
Subtotal	\$ 8,579.15

Total Board of Trustees' Funds \$82,943.66

LIBRARY TRUSTEES' MEETING

November 19, 2024

5:30 PM

October 2024

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$64,182.56
Certificate of Deposit (Salem Coop Bank)	\$11,602.02
Subtotal	\$75,784.58

Brock Trust Fund Interest Acct (Salem Coop)	\$8,579.51
Subtotal	\$ 8,579.51

Total Board of Trustees' Funds \$84,364.09

There are 2 Reimbursements to be signed at this time. These will be paid from the library operating budget.

Princh reimbursement of \$699.00	to Natalie Ducharme
Wix reimbursement of \$576.00	to Natalie Ducharme

OLD BUSINESS

The first Order of Old Business was the Warrant for \$8,000 reimbursement for the new energy efficient heating system.

After a brief discussion the trustees plan on going forward with this warrant.

The Second Order of Old Business was the Employee Manual Revision.

The trustees decided to take this up at future meetings.

NEW BUSINESS

The first order of New Business was the Replacement of the Elevator's Hydraulic Fluid Tank.

Ms. Ducharme reported that this was discovered at most recent inspection. The trustees discussed the need for an additional warrant. After further discussion, it was decided that the trustees will attend a Budget Committee meeting and let them know that this second warrant is coming.

DIRECTOR'S REPORT

The Director's Report included September, October and November. Ms. Ducharme pointed to November's patron count of 8, 279, stating that this is the highest patron count ever. The increase is due to the hard work of the Assistant Director and Head of Youth Services. They are revamping the youth programming and the new programs are incredibly popular.

TRUSTEE MATTERS

There were no trustee matters.

LIBRARY TRUSTEES' MEETING

November 19, 2024

5:30 PM

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting:

-Monday December 9, 2024 at 5:30 pm in the Beshara Room

ADJOURNMENT

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 6:53 PM.