

LIBRARY TRUSTEE MEETING Final minutes
October 27, 2016

Attendees: Beverly Mutrie, Beth Forgione, Amy Magnarelli, John Ashak and Linda Coe were present. Laura Pouliot was attending as the alternate library trustee. Barbara Tosiano was also in attendance with Richard Mc Dermott attending as the selectman's representative.

Amy called the meeting to order at 5:30.

MINUTES OF LAST MEETING: Beverly makes a motion to accept the minutes of the September meeting, Beth seconds the motion, all in favor.

Acceptance of donations and unanticipated funds for September, 2016

Unanticipated funds for September = \$1552.42 the bulk of which came from the book sale. Beverly makes a motion to accept \$1552.42, John seconds the motion, all in favor.

TREASURER'S REPORT:

On the October report- Beth and Lori Ruest straightened out salary and benefit numbers.

Lori Ruest went to a conference and learned new rules about lapsed funds. The library operates under a bottom line budget. This means the way amounts are distributed amongst line items is up to the discretion of the board. The library cannot incur more expense than the bottom line budget amount unless these additional expenses are met through warrant article or emergency funds agreed to by the town or donations. The town pays out the funds in two different ways. The salaries and benefits are paid directly to the employees as they are incurred (twice a month). The projected operating budget is divided into twelve equal payments and paid to the library each month. The library in years past has always weighted the part time hours in the budget to insure the town had the funds available to meet payroll and benefits. Any unpaid balance at year end from these line items would be paid to the library with a one-time check the first week of January of the following fiscal year so the library could meet its operating expenses. This process is changing. The new process requires the town to pay out the entire bottom line amount before January. Any funds unused by the library would be reimbursed to the town in January.

Beth recommends that we obtain a better estimate for part-time payroll hours for next year's budget. The health insurance stipend will be changing, so we can't calculate the benefits portion of our budget yet. Beth passed out a copy of October treasurer's report and an estimated worksheet for the end of the year. Year-end-estimates: Beth estimates we will have money left at the end of the year. We may be able to replace some of our light fixtures with more energy efficient ones? We will probably give some money back to the town.

We overspent on dues and subscriptions, so need to increase that for next year.

Beth thinks we should have a special budget meeting on Friday Nov. 4th at 4 pm. She will get us an updated spreadsheet for 2016.

DIRECTOR'S REPORT: Rolling Thunder picked up the remainder of the books from the book sale. They support local veterans groups with the proceeds from any sale of the remainders. Friends of the Library made about \$350 from Chili cook off. Beth noticed that we got 65 new patrons this year; seems like a lot! Barbara attributes this increase to new users for Overdrive. A lot of people who have lived in town for a while, and never had a library card before, are interested in using Overdrive for ebooks and audiobooks.

CONTINUING BUSINESS:

Snow rails for roof- Roofers recommend that we should install these for a cost of \$500 to protect the air conditioners from snow falling off the roof. Beverly makes a motion to pay roofers \$500 to install snow rails, John seconds, all in favor.

Building repairs update- There was no heat yesterday. The thermostat went off-line. The program was wiped, no one knows why or how that happened. John R and Barbara re-set the program. Maybe we should look into a thermostat that will send some sort of warning that the temperature has dropped below a specific threshold? Barbara will ask John what he recommends.

Carlos finished the fall pruning and cleaned up some brush.

Granite curbing- still damaged from the snow removal a few years ago. Need to get them to be more careful when removing snow from sidewalks. *Richard or Beverly to talk to Jim Z about that?*

CIP- Amy changed interior and exterior painting on the CIP request to “incidental” painting. John makes motion to accept with change, Beverly seconds, all in favor. The CIP committee gave our project a score of 4 (which means they recommend deferral) and is not recommending that we get \$6000 for adding to our painting/trim repair fund.

Warrant Articles

Budget-

Beth passed around an updated budget worksheet for next year. The benefits for next year still haven't come out, so they are rough guestimates. Internet needs to go up. Subscriptions and dues need to go up, because prices are going up. Beth will run a report to let us know exactly what subscriptions we have and what the cost is and what they cost in 2015. We should increase office supplies and summer reading program as these categories have been overspent this year. Land Maintenance will need to increase as well. Beth thinks we should up our materials budget because we cut it a few years ago. Town is giving employees a 2.5 % increase, so we may want to consider an increase for our employees as well. We need to get a better handle on hours worked by part timers and part-timers filling in for Barbara and Carol when they are on vacation. We need to get a number for what part-time salary line should be for next year. Barbara will try to get us an estimate of part-time hours for next year based on current schedules. Benefits will change if salary changes. Amy will plug estimates for hours worked into her salary spreadsheet and get us the numbers for the Nov. 4th meeting.

ACTION ITEMS:

AV Policy – Beverly has a few changes, which were made.

NEW BUSINESS ITEMS:

Mailbox Post- The mailbox post is leaning. If we buy a post, the road agent will put it in. Richard will pick up a wooden post for us. Richard will get us a new oversized mailbox as well. Amy makes a motion to buy a wooden post and an oversized mailbox. Beverly seconded the motion, all in favor.

Saturday, December 24- Amy made a motion that the library be closed that day, Beth seconds the motion, all in favor.

2015 Salary Statistics-Amy got information from the state library website about salaries from other libraries and did a comparison with our library's salaries.

NON-PUBLIC SESSION: Amy made a motion to go into nonpublic to discuss personnel and salary matters. John seconds the motion. Roll call vote taken to go into non-public, all in the affirmative.

Linda makes motion to come out of non-public at 7:58 pm, John seconds the motion, roll call vote taken to come out of non-public, all in the affirmative.

Beth motions to seal minutes of the non-public session; John seconds, all in favor.

Amy makes a motion to adjourn at 8:00pm. John seconds, all in favor.

PUBLIC COMMENT:

CORRESPONDENCE:

NEXT MEETING: November 17, 2016 5:30 pm

Special meeting to discuss 2017 budget: Nov. 4 at 4 pm