

LIBRARY TRUSTEE MEETING
September 22nd, 2014 Draft Minutes

John Ashak, Linda Coe, Beverly Mutrie, Beth Forgione, Amy Magnarelli, Judy Haskell and Richard McDermott were attending. Meeting called to order at 5 pm.

MINUTES OF LAST MEETING: minutes looked good, under friends section- fortune teller was on channel 9, not 11. John made a motion to accept as amended, Beth seconded, all in favor.

Acceptance of donations and unanticipated funds for September, 2014

Grand total =\$34, this does not include book and bake sale numbers (these will be included in October.)

Beverly made a motion to accept \$34 in unanticipated income, Beth 2nd, all in favor.

DIRECTOR'S REPORT:

Judy had a training session on how to add things to the new website. Barbara is adding calendar items already. Judy is thinking the new website will be ready to go live on October 15.

Met with Cori from Tucker library. Judy showed us fabrics chosen by the staff. Fabrics are striped and bring together other colors in chairs. Still need to decide on color for chairs in young adult session. Balance due is about \$18,820.82 to buy all furniture and rearrange shelving. We will need volunteers to pack up books so that they can be temporarily moved while work is being done.

Judy and staff participated in active shooter training. They will be working with Robbie Dirsa to set up an evacuation plan.

Capital Improvement Plan 5 year plan- maybe we need to revisit this. Our maintenance costs are going up. Should we increase the amount to be added to the warrant article to set aside for maintenance? HVAC issues have been dealt with, but our roof will need to be replaced soon, painting still needs to be done, trim still needs to be replaced, insulation needs to be done. We need to plan how this will be done in phases to spread cost over time.

CONTINUING BUSINESS:

Friends of the Library update/Halloween party- Elaine contacted Amy to clarify what needs to be done for the party in Oct. Elaine is meeting with the caterer on Friday to iron out some of the food and serving details. The psychic and assistant will attend for the latter portion of the party. Each person will get a 2-3 minute consultation. Music is ready. Donations are coming in. Tickets have been printed and are on sale! The Friends of the Library can start selling tickets ASAP. Richard will send out an announcement to his email list. Frank will post it on the sign on the common. Press releases need to go out.

Trustee By-Laws vote- Beverly makes motion to accept by-laws as ammended, John seconds, all in favor

Salary update- Amy did an assessment back in July; director's salary was low. Library assistants are still underpaid. Judy would like to bring assistants up to \$11/hour. It would cost \$1200 to give both of them a \$.75 per hour raise. If we raised their salary by \$1 per hour it would cost \$1600 per year. We can add \$1500 to budget for part timers. These numbers are still within the range set by the trustees for the Library Assistant position. Judy's current salary is \$19.79. The median Library Director salary is \$21.39 per hour. If we raise Judy's salary by \$1.50 per hour, she will be closer to the median salary. That would add \$2000 to the budget for the Library Director salary.

Update from Don LaTourette-none

2015 Operating Budget– Computer support = Biblionix annual fee and fee for new website. Budget was calculated using this year's benefit #'s since we don't have benefit amounts for next year yet. Salary increases are also not included. These will be updated and sent back to the Town Administrator.

Back-up generator- put this off since insulation should be a priority over the generator. We should get an estimate for a generator closer to the correct size to add to the CIP discussion next year.

ACTION ITEMS:

NEW BUSINESS ITEMS:

Credit Card Policy – Beth noted that this is working well, so we don't need changes. If we had a new hire, we would probably need to tighten up some of what we have. Other libraries list limits and prohibit a cash advance. We should add to our policy: The treasurer of the BOT shall monitor all purchases, and any discrepancies shall be reported to the BOT immediately for inspection. Judy can spend up to \$500 without prior approval from the trustees.

Behavior Policy- next time

NON-PUBLIC SESSION:

At 6:35 pm Amy made a motion to go into non-public session for personnel reasons. A roll call vote was taken, all affirmative.

Linda made motion to come out of non-public session at 6:40, John seconded, another roll call vote was taken with all affirmative.

Amy motioned to seal minutes, John seconded, all in favor

Beth made a motion to adjourn at 6:45, Amy 2nd, all in favor.

Director's annual evaluation- next meeting

NEXT MEETING: October 23rd, 2014