

Minutes from Board of Library Trustees Meeting – December 15, 2010

Present: Pat Fuller, Bill Heuer, Jim Pond, Phil Waterman, Nancy Baron and Library Director Leslie McDonnell.

Minutes: Nancy motioned to accept minutes from Nov 17 meeting, Phil seconds, all approve.

Director's Report:

Budget FY '12

1. Leslie presented a preliminary budget proposal. Budget guidelines from FinCom are expected to be for level funding; essentially a decrease due to step raises. The salary schedule voted at last year's Town Meeting will be extended an additional year. Raises add approximately \$5000 to budget. Longevity up by about \$200. Otherwise salaries remain the same.

2. All budget lines have been cut, with the exception of custodial and communications (Minuteman fee, phones, postage) Line has gone up due to paying off new phone system over three years and an increase in Minuteman fee of about \$900 to \$27,000.

3. Last summer's hot weather caused utility bills to double, although Adrian's adjustment of systems has led to 1/3 to 1/2 drop in typical gas bills due to increased efficiency. Despite that, Leslie feels that energy budget line should remain at about \$26,000 in case of a very cold winter.

4. Jim asked if building & grounds line could be dropped slightly (perhaps to \$10,000) to reflect savings from Adrian's improvements and the saved \$342 moved elsewhere. Leslie has typically included an emergency cushion of \$4,000 in this line as it's always needed for unexpected repairs. The remaining roof repair will also need to be taken care of eventually, for which she is seeking a ballpark quote—probably around \$6000.

5. Jim, Bill and Phil promote the idea that the roof and any other major jobs that we anticipate needing in the next few years all go into the capital budget, if only to get these items on FinCom's "radar screen".

6. Proposed budget had Leslie working some Saturdays, which would cut the usual four staff members covering Saturdays from 12 Saturdays/year to 8, with a savings of about \$1000. Bill proposed moving \$1000 from either energy or grounds & maintenance or a mix of the two and shifting these funds back to salaries in order to keep Saturdays as they are. Trustees asked Leslie to redraft the budget to reflect this.

7. Current state aid is about \$12,000 and is used for salaries of part time staff. There is a chance that the Board of Library Commissioners could cut this amount.

Sony Library Program

1. Leslie reported that Sony is trying to get its e-readers into libraries and to this end is offering to provide a couple of e-readers and publicity materials to libraries willing to host a program featuring this product. Leslie will apply and possibly set up a Friends-sponsored evening where this and similar products can be compared.

Leslie's evaluation:

Jim presented Trustees with a proposed draft of an update to Leslie's evaluation. All in agreement that Leslie has done an exemplary job of leading the library during most trying times. Trustees vote unanimously to accept Jim's draft with some minor revisions. All express our good fortune at having her as Director and regret that finances do not allow us to pay her more.

Next meeting: Jan 12

Nancy motioned for adjournment. Phil seconds. Adjournment at 9:05 pm.

Respectfully submitted,
Nancy Baron