Meeting Minutes
October 19, 2015

Trustees attending: Marc Wilson, John Hayes, Donald Petterson

From the Library: Betsy Solon

Others: Alternate Trustee: Jim Clark

Meeting called to order by Marc at 6:05

Marc asked if the minutes from the September 21 meeting needed any changes. Jim suggested that the time the public hearing to accept gifts closed (7:05) be noted. Motion to accept minutes with that amendment made by Don and seconded by Jim; and passed.

Treasurer’s Monthly Report: Don presented specifics of the monthly report noting that the budget is on track. Review and Approval of Check Register completed.

Director’s Report
The Occupancy Permit for the downstairs room was granted for 99 people. The Trustees will amend meeting room policy from 100 to 99 to comply with the certificate of occupancy. Betsy noted that the annual Friends gathering of the Trustees and Library Friends, formerly held at a private residence, will be in the Library’s downstairs room on Wednesday, December 16 from 6 PM to 8 PM.

New staff (Library Page) started October 12.

Betsy said that our 2015 compensation budget will be underspent by about $2,000. This results from not being able to find substitute personnel for vacationing/absent staff. Salaried staff put in the required hours for which they get thanks, but no money. The carpets badly need cleaning, but our budget for that was used to pay for removing roof snow. Betsy asked that $1,000 be reallocated from payroll to operating expense, so that the carpets can be cleaned. Trustees agreed, and a memo to the Town Administrator will be prepared. Betsy reported that our 2016 budget is to be presented to the Town Selectmen on November 3.

Old Business:
Marc reported on details of the Department Heads’ meeting. At that meeting he gave a brief summary of where the library is vis a vis budget and said the 2016 budget would increase by under 3%, assuming factors beyond our control (principally insurance) don’t upset our estimates.
Betsy filed the letter to the owners of the abutting property (duly acknowledged by them) and sent a copy to Doug for Donahue, Tucker & Ciandella files.

New Business:
Review of 2016 Budget: Jim reported that there was no update and suggested that we make a motion to accept a budget not to exceed the budget developed at the September 21 meeting. The dollar total of that budget is $246,548.01. Marc asked if the benefits increase occurs how that will influence this figure. If those increase(s) cause the budget to exceed this figure, Trustees will have to meet again to approve it; otherwise not. The Motion to accept “not to exceed” budget was made by Marc, seconded by Jim and passed.

Jim mentioned that if the town is not going to make appropriate provision for unusual maintenance/repair on a town-wide basis, then, as prudent stewards of the library’s premises, should do so. Betsy will check to see what the town is doing in this regard.

Non-public Meeting Session not required.

Motion to adjourn made by Marc and seconded by Jim, meeting closed at 7:50 PM.

Respectfully submitted by John Hayes.

Next Meeting Monday, November 16, 2015 at 6:00 pm