

## **LIBRARY TRUSTEE MEETING final minutes**

**November 16, 2017**

Beverly Mutrie, Beth Forgione, Amy Magnarelli, Judy Wilson and Linda Coe were present. Barbara Tosiano and Richard McDermott were also in attendance. Laura Pouliot was attending as the alternate and will not be voting this evening.

Amy called the meeting to order at 4:30

**MINUTES OF LAST MEETING:** We approved the hire of new employees during our non-public session. This was an error as this should have been done in public session. The motions made to hire new employees have been added to the final version of the October minutes. Salaries will be omitted from the public record.

With this amendment, Beth motioned to accept the minutes of last month, Beverly seconded, all in favor.

**Acceptance of donations and unanticipated funds for October, 2017** \$111.00 in unanticipated funds for October. Judy makes a motion to accept \$111.00, Amy seconds the motion, all in favor.

**TREASURER'S REPORT:** Beth got the most current benefits numbers for 2018 and plugged them into her budget worksheet. Benefits for 2018 will be approximately \$600 higher than this year. Beth has left the salary/benefits line as is. We have \$24,000 still to be spent in 2017. We have several expenses that still need to be paid this year. We have an estimate from Philbric's for \$10,900 for a generator. We also got an estimate for cleaning windows for \$675. Barbara found a cabinet for historical books for \$1659 that will be purchased soon. Ted C. has completed the work outdoors, but has not submitted his bill for the work yet. The door replacement remains to be done. Fall garden cleanup has not been done yet.

For next year's budget: Beth has highlighted areas of the budget that we need to discuss. We went over on "other professional services" this year, and we still need to pay for cleaning in December. Are we under-budgeting on this category? After some discussion, we decided put that up to \$2000. We can reduce the heat (line 411) to \$4000. We can reduce electric by \$1000 since our new LED lights use less electricity. Maintenance- we still have a lot left to do. The door on the other side needs to be replaced. We will leave this line as is for now. We all laughed when Beverly asked, "What else could possibly go wrong with the building?". Furniture and fixtures- there was a discussion over buying a new lectern with an amplification system for use during programs. We agreed that this should be done. We will keep this line the same. We are over on line 690, Book processing supplies, and decided we should go up to \$750 on this line. Barbara thinks we can cut \$1,000 from the materials budget. Everything else will remain the same. The 2018 budget is \$1200 less than the 2017 budget. \$164,372 is our budget for 2018. Judy made a motion to approve a budget of \$164,372 for 2018, Amy seconded, all in favor.

**DIRECTOR'S REPORT:** Circulation is a little higher than last year. Beth has heard a lot of positive comments from towns people about our recent program. Notes from the Northeast Library Association meeting- a new trend in libraries is people space rather than space for books. Barbara also discovered a new magazine vendor and new favorite toy which will be purchased for the children. 15 welcome packets were sent over to the Meadows at Grapevine Run. The "House Doctor" who was supposed to install new doors has not been able to fit us in yet. The AED defibrillator is being purchased through the state, so Barbara is filling out a lot of paperwork for this. This will be mounted permanently on the wall. Our new Library Assistant and Substitute are working out well.

We had three very nice programs recently. Dec 2<sup>nd</sup> is Santa Day; donations of baked goods are most welcome.

**CONTINUING BUSINESS:**

Side Door Replacement-probably won't happen until next year.

Outside work and landscaping –Ted C. completed, but still waiting for the bill.

Generator-Barbara needs to call Triton to get the electrical wiring installed for the generator. We also need to get an estimate for the propane tank and line. Beth moves that we purchase a permanent generator with a propane tank, not to cost more than \$11,000 and that the sub-committee has the authority to make the final vendor decision and decision whether to buy a propane tank or use the propane vendor's tank. Judy seconds the motion, all in favor.

Display Case-Barbara and Laura have chosen one that will fit the space. It will be ordered soon.

Questionnaires printed-We have gotten 10 hard copy responses and 10 on-line responses so far.

Final proposed budget for 2018 (see under Treasurers Report)

Disposition of remaining funds for 2017 (see under Treasurers Report)

**ACTION ITEMS:** Trustees need to give feedback on Barbara's review.

**NEW BUSINESS ITEMS:**

Merit Awards Review

**NON-PUBLIC SESSION:** Beth made a motion to go into non-public at 6:00pm to discuss year end Merit Awards. Judy seconds. Roll call vote in, all in the affirmative.

Beth made a motion to come out of non-public at 6:37 pm. Beverly seconded the motion, all in favor

Beth made a motion to seal the minutes of the non-public session. Judy seconded the motion, all in favor.

Beverly motioned to adjourn at 6:38. Judy seconded the motion, all in favor.

**PUBLIC COMMENT:**

**CORRESPONDENCE:**

**NEXT MEETING:** December 21, 2017 at 4:30 p.m.