

**Langley Adams Library
Board of Trustees
Meeting Minutes 11/02/15**

Attendance: Elizabeth Burton, Barbara Gauvin, Charles Herman, Ann McAnn, Kathleen Prunier, Laurel Puchalski, Leonard Lee Thomas

(Jay Collins, Christopher Shramko), 1 member of the public

- ❖ Quorum met at 6:25 p.m. at Board of Selectmen's meeting
- ❖ Selectmen and Trustees voted to appoint Christopher Shramko and Jay Collins as Trustees. Questions were responded to by Chair Beth Burton.
- ❖ Trustees Meeting convened in Town Hall Back Meeting Room at 6:50 p.m.
- ❖ Discussion was held on posting the Interim Director position. Search Committee will meet on 11/4 to post the job, decide qualifications, hours and salary. Consensus was to recommend the position be posted as 30-37 hours/week at full Director's salary of \$61,000, prorated by the hour, and to post the Adult Services position at \$18-\$20/hour.
- ❖ The Board was informed that discussion was held regarding pay increases for staff. Chair B. Burton, Vice Chair A. McAnn, Selectman Chair William Dunn, Vice Chair Ed Watson, and Finance Director Denise Dembrowski met on 10/30. Salary increases may be given for staff. This year the increases will be covered by current budgeted salary amounts, due to vacant positions. Increases need to be approved by the Trustees before any changes can be made. Next year the Town will more than likely be requesting departments to be budget neutral (no increases to current budgets). Thus, funding for the increases would need to be found from other sources. Salaries would come from the Town Budget so our other line items would be decreased and we could fund them from State Aid, Trust Funds, or Donation accounts, which is possible but not the best way to run the library long term. Municipalities are exempt from the State minimum wage raises that are in effect.
- ❖ Pay comparisons from MBLC libraries comparable to ours and in the MVLC were distributed.

- Current Langley-Adams Library Salaries are:
 - Page \$9.00 - \$9.14
 - Library Assistant \$10.20
 - Sr. Library Assistant \$11.22
 - Youth Services Librarian \$18.21 35 hours Benefitted
 - Adult and Outreach Librarian \$20.48 37 hours Benefitted
 - Director \$61,000 37+ hours 31.71/hour Benefitted

Salaries from MBLC's 2014 Salary survey - MVLC averages for libraries between 5 but <10K population - we have to look at the specific towns because they are wealthier towns than Groveland:

- Director \$66,576
- Adult Services Librarian \$15.24-\$18.26
- Children's Librarian \$18.51-\$19.17

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Sr. Library Associate \$15.74-\$17.38

Library Associate \$12.83-\$14.12

Page \$9.02-\$9.83

Motion was made by K. Prunier, seconded by C. Herman and unanimously approved to raise the Sr. Library Assistant pay to \$15.72/hour.

- ❖ B. Gauvin reported that she was contacted by Eric Graham from MVLC regarding our status with the state. He stated that the final decision has to come from MBLC, but that the LAL is decertified. MVLC has agreed to meet before the end of the year to discuss possible policy changes. The Board will recommend changes be made but it will ultimately be up to the individual libraries to decide whether or not to allow LAL to borrow books. He stressed the importance of hiring an Interim Director as soon as possible, to send a letter explaining our situation and asking the Board to make an exception. Mary Rose Quinn from MBLC also made contact and told B. Gauvin that the letter stating that LAL is decertified will arrive in January, and become effective February through November.
- ❖ B. Gauvin made the motion, seconded by K. Prunier to raise the Library Assistant position pay to \$11.20/hour. Motion was unanimously approved.
- ❖ K. Prunier made the motion, seconded by L. Thomas, and it was unanimously approved to purchase the pass for the Museum of Fine Arts for \$200 to come from the Donation account.
- ❖ Motion made by K. Prunier, seconded B. Gauvin and unanimously approved to adjourn meeting at 8:25 p.m.

Next meeting: November 17, 2015 at 7:00 p.m. at the Library

Respectfully submitted,
Laurel Puchalski, Secretary

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Attendance: Leonard Lee Thomas, Jay Collins, Christopher Shramko, Charles Herman, Barbara Ann Gauvin

Quorum met at 7p

Discussion on posting meetings, brief explanation of open meeting laws , social media policy for Trustees and Library finances. Discussion was had on the different accounts the Library has and how they are funded. How bills are paid and the warrant process were discussed also.

Meeting adjourned at 7:47p

Submitted
Barbara Ann Gauvin

11/13/2015

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