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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, October 23, 2013

Type of Meeting: Public

Method of Notification: Public posting – Town Hall & Post Office

Meeting Location: Town Hall, Second Floor

Members Present: Bruce Cleveland, Dawn Nicolaisen, Daniel Saltalamacchia, Steve Brown and Cathy Gorman.

Not Present: Selectwoman Copp (ex-officio)

Recording Secretary: Sue Reynolds

The meeting was called to order by Bruce Cleveland at 6:30 PM.

Bruce Cleveland asked the Committee to review the minutes of Wednesday, October 16, 2013.

Bruce Cleveland said the minutes are accepted as written.

Motion by Bruce Cleveland to put the Library Account budget 4550.0 on the table for discussion.

Seconded by Cathy Gorman.

Presenting this budget are Carol Stafford, Louise Pajek, Tina Owens, Diana True, Pete Stalk. The Committee also gave permission for Patty Sarcione to be present as the bookkeeper as she is not a resident of the Town.

Louise Pajek stated the Library Trustees have been without a Library Director since June so in order to prepare their budget they level funded all lines except for the lines that they had increases in the previous year's budgets. She said they increased the Repairs &

31 Maintenance line as they have had many repairs on the building since it is getting older.
32 She also said the Trustees agreed to give all employees a 2% increase. Bruce Cleveland
33 asked about the increase in the Benefits line as there is a 31% increase. Tina Owens
34 explained that the previous Library Director had an insurance plan of two people and the
35 trustees aren't sure at this time what the new Library Director will need for a plan so the
36 budgeted for a full family plan. In the event that the new Director doesn't take the full
37 family plan they will reduce their budget prior to the final meeting accordingly. Tina
38 Owens also said that the Salary line was decreased by \$5,000.00 due to the new Library
39 Director. Bruce Cleveland verified the Salary line figure to be \$167,368.96. Steve
40 Brown asked about the Early Childhood Literacy Teacher and Diana True said this was a
41 new position last year. She explains that this was a change in the position of an
42 employee. Bruce asked about the increase in the Repair & Maintenance line and Diana
43 True said they are being pretty conservative on the increase they are requesting. Diana
44 said this year they had a big water problem with the well. She also said they have had 3
45 break ins in the past 2 years so they have had to repair doors and windows and they have
46 had to put in extra security which will also come with an annual maintenance contract.
47 Bruce also asked about the amount of the Books line and how much money was being
48 spent on children's books vs. adult books. Diana True said audio books are becoming the
49 way to go and initially items are free but then there are annual fees after that. Bruce
50 asked how they know the usage of the library and the Trustees said they have a lot of
51 different ways to track what is being used in the library. She said if items aren't being
52 used they are removed from the library and donated. Cathy Gorman asked about the
53 reimbursement for healthcare for the Assistant Library Director. The trustees said it is
54 for a 50% reimbursement which is \$584.00 per month and this was established years ago
55 and they feel they can't break the contract. Steve Brown doesn't agree with this benefit
56 as other part time town employees aren't offered the same thing. He also mentioned the
57 amount of \$12,000.00 for adult books and wants to know how much a single book costs.
58 The trustees said the books cost about \$20.00 - \$25.00 per book which amounts to 400 or
59 500 books. Tina said some of the collections run upwards of \$500.00. She said they also
60 purchase electronic sets as well. Patty Sarcione said as of September 19th almost
61 \$12,000.00 has been spent on new adult and children's books. Dawn Nicolaisen asked

62 how the books are disposed of and Tina said the books first go to the book sale room then
63 they are donated to organizations if they don't sell. Steve Brown asked about the
64 replacement of 2 computers. Diana said the plan to purchase 2 each year and rotate them
65 out. She said some of the computers are donated to other departments in the Town.
66 Cathy Gorman asked about the Revenue and where it comes from and is it from the book
67 sale. Diana True said the \$865.00 from last year came from the savings account which
68 was used to purchase an AED for the library. She said the Revenue is usually the interest
69 from their bank accounts. Carol said the sale of the books is run by the Friends of the
70 Library and all monies go to them and not directly to the library. Bruce Cleveland stated
71 that \$11,000.00 is very expensive for 2 computers. The trustees explain that this is
72 computers, software and the Adell XT contract. The trustees also said that last year the
73 Budget Committee recommended leasing computers and wanted to know if anything has
74 been done about that. Bruce suggested they ask Lynne Blaisdell about that. Steve Brown
75 went back to the Benefits line and asked how many hours the Assistant Library Director
76 works and the Trustees said it is a part time position at 34 hours per week. Steve said that
77 no other part time employee in the Town receives that type of benefit.

78 **Motion by** Steve Brown to reduce the bottom line of the Library budget by \$7,008.00.

79 **Seconded by** Cathy Gorman.

80 Bruce Cleveland said the net amount of the budget prior to this motion is \$285,275.33.

81 Cathy Gorman said the new figure is \$278,267.33.

82 Steve explains the reason he made the motion is out of fairness to other part time
83 employees in the Town that don't receive insurance benefits. Tina Owens asks the
84 Budget Committee to take into consideration that this position is 1 hour shy of full time
85 and pays under \$20.00 per hour. She said they pay this benefit to the employee so that
86 they don't have to come before the Town and ask to make this a full time position, which
87 would increase expenses considerably. Dawn Nicolaisen said the number of hours
88 worked shouldn't matter and she agrees with Steve that this is unfair to all other part time
89 employees. Cathy Gorman says with the benefit, the rate of pay comes out to \$4.00 per
90 hour.

91 **In favor** Steve Brown, Cathy Gorman, Dawn Nicolaisen, Daniel Saltalamacchia and
92 Bruce Cleveland.

93 Patty Sarcione said she is still waiting for the NH Health Insurance rates and will affect
94 the budget prior to final review.

95 Louise Pajek thanks the Committee for their professionalism although they may have
96 disagreed with the trustees.

97

98 Bruce Cleveland said there is no Budget Committee meeting next week and announced
99 the budgets that will be discussed at the next meeting on November 6, 2013.

100

101 Dawn Nicolaisen asked about the Moderator's budget and Bruce said that Brenda is
102 looking into it.

103

104 Meeting adjourned 7:30

105

106 Respectfully submitted,

107 Sue Reynolds

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