

Randall Library Trustees  
Meeting Minutes



Date: Dec 14, 2016

Agenda:

1. Secretary's Report (Acceptance of minutes) - Rick (5 min)
2. Review Action Items - All (5 min)
3. Treasurer's Report - Tim (10 min)
  - a. Disbursement recommendation
4. Director's Report - Accept report from Melissa (5 min)
5. Update on Restoration Committee and public forums to share info
  - i. and obtain feedback - Kathy (5 min)
6. Information on Building Use Survey and Committee -Marianne (10 min)
  - a. Space needs for short term and long term storage - can this be quantified
  - b. Parking criteria to meet to successfully apply and receive State funding
7. Review Actual vs Budget for FY2017 and Discuss Budget for FY2018 - All (30 min)
8. Working Forum for Trustees Jan 14 - Marianne (5 min)
9. Public Comment

Attendance:

Marianne Sharin, Chair  
Rick Lent, Secretary  
Maureen Busch  
Tim Reed  
Kathy O'Brien  
Melissa Fournier, Director  
Bob Katz

Absent:

Barbie Wolfenden, Vice Chair

Decisions:

Move to fund the necessary funds, \$10,000, for the library through the Vanguard ST bond fund. Passed.

Action Items:

Action Item	Responsible	Due date	Completed
Budget trend over time	Tim		
Request information on Second	Marianne		

Century fund			
Request to provide Marianne with input on Melissa's evaluation	All	Jan 1	
Place on future agenda how to budget for a prepare for a downturn in the market	Tim		
Request for comparison data to other towns (on Bill's list) on director's salaries and population size.	Melissa		
Request parking space needs to qualify for state funding.	Tim		
Attend CPC on Jan 9 for discussion of Restoration effort	All		

### Minutes

Called to order at 7:31

1. Secretary Report - Approval of minutes  
Accepted unanimously.

2. Follow up on actions from last meeting which were:  
Action Items:

Action Item	Responsible	Due date	Completed
Discuss plans for public forum on the restoration with the committee	Barbie	On agenda for Nov meeting of Restoration Comm	
Financial review for disbursement from trust	Tim	Dec	Tonight's mtg
Continuing to lease or buy the copier. Discuss with Friends.	Melissa	Dec	Recommendation tonight
Annual budget planning to be reviewed at Dec meeting	Melissa	Dec	Tonight's mtg
Finishing details on bathroom renovation, holes in wall, leg support	Melissa		Update on progress tonight
Barbie and Melissa to complete revisions to Donation Policy	Barbie		Yes
Barbie updating article to paper.	Barbie		Not needed

Marianne checking on town-wide paper distribution	Marianne		Not yet

1. Secretary's Report (Acceptance of minutes) - Rick (5 min)
2. Review Action Items - All (5 min)
 

Melissa will source new copier through Alliance Business Systems. Friends to cover the cost of the new purchase when existing lease ends in May.
3. Treasurer's Report - Tim (10 min)
 

Tim reviewed disbursements from Second Century Fund. Reviewed Trust Fund update noting that the Family Federal Savings Funds are encumbered for specific uses. These are now broken out from the other funds.

We have a target we have to spend on materials: 19% of our budget. If the municipal budget goes up the target number goes up. If our principal shrinks, we will have a hard time. The town has only \$4000 in municipal budget for books.

Tim: It could be harder to maintain our goals over time, if we have a bad year in the market as we will have to use principal to make the number...so we have to factor in more money in the municipal budget to maintain state aid. Risk of being de-certified which means we cannot be part of Minuteman.

Taking money from the unencumbered funds:

  - Tim recommends disbursements from Vanguard Windsor.
  - Marianne asked for information on budget trends over time that Tim promised to provide.

Marianne: Move to fund the necessary funds, \$10,000, for the library through the Vanguard ST bond fund. Passed.

Bob: request to revisit in three months.
4. Director's Report - Accept report from Melissa (5 min)
 

New maintenance person doing a fantastic job. New bid for painting in children's room.

Yearly staff evaluations up in January.

Marianne: I will be doing Melissa's evaluation and wants input.
5. Update on Restoration Committee and public forums to share info and obtain feedback - Kathy (5 min)
 

Desire to have people at every town meeting going forward. Informational open house in February or March.

Request to have the dates posted for the upcoming meetings. (CPC on Jan 9 at 7:20). There is an effort to develop a consistent

message for the various meetings.  
Request for open dialog at the informational settings.

6. Information on Building Use Survey and Committee -Marianne
  - a. Space needs for short term and long term storage - can this be quantified?  
Opportunity to move some of the storage we have into the old Town Hall. Long term storage: We should quantify to secure space identified.
  - b. Parking criteria to meet to successfully apply and receive State funding. Building Use committee asked specifically for our parking needs if we are to request state funding.
  
7. Review Actual vs Budget for FY2017 and Discuss Budget for FY2018 - All  
Request from Bob to provide a more accurate public picture of the total cost of running the library including the trust fund. Concern for transparency. But how do we frame the contribution of the trust? Perhaps if we present the total picture in the annual report (but not try to include it all in the town budget as voted on at annual meeting.)  
Increase in Melissa's salary above the step increase: Melissa: I am under-budget for the salary for my position in regard to comparable communities. Request to address this which may mean going outside the step level increase. Bob asks for comparison data to other towns on director's salaries and population size.  
Discussion re. asking the town for additional books and materials funds and making the budget work to keep the library/town's expenditure congruent with state guidelines.
  
8. Working Forum for Trustees Jan 14 - Marianne (5 min)  
Selectman will be attending.  
10-2PM
  
9. Public Comment

Meeting adjourned at 9:21

Minutes respectfully submitted: Rick Lent