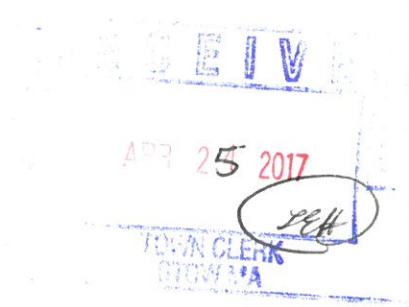


Randall Library Trustees
Meeting Minutes

Date: Jan 11, 2017
At Randall Library

Present:

Marianne Sharin, Chair
Barbie Wolfenden, Vice Chair
Maureen Busch
Bob Katz
Rick Lent, Secretary
Kathy O'Brien
Tim Reed, Treasurer
Melissa Fournier



Agenda:

- 1 Secretary's Report (Acceptance of minutes)
- 2 Director's Report - Accept report from Melissa
- 3 Review Actual vs Budget for FY2017 and Discuss Budget for FY2018
- 4 Working Forum for Trustees Jan 14

Decisions:

- Motion that Director's salary to be increased to maximum for Stow. Passed unanimously.
- Move to accept budget option 1 as our submission to Town Administration. Passed unanimously.
- Motion that dedicated parking spaces at the former fire station be identified to allow for future state funding for library renovations. Request to be made to Selectman. Passed unanimously.

Action Items:

Action Item	Responsible	Due date	Completed
Budget trend over time	Tim	Feb	
Request information on Second Century fund	Marianne		
Request to provide Marianne with input on Melissa's evaluation	All	Due by 1/20	
Place on future agenda how to budget for a prepare for a downturn in the market	Tim	Feb	
Find out from the town what the town's practice for determining pay	Marianne		

scales.			

Minutes

Meeting called to order at 7:36

1. Secretary's Report - Acceptance of Minutes accepted as amended
2. Tim raises review of redesign of adult DVD section and relation to young adult area. Melissa replies with plans. Improvements to area approximately \$5,400. It will provide a more dynamic use of the first floor. Board supports use of Friends funds.
3. Review Actual vs Budget for FY2017 and Discuss Budget for FY2018
Review of director's salary here in comparison to other towns, regarding possible increase for Melissa's salary. Reviewed Bolton, Boxborough, Harvard, Lancaster. Discussion of director's and aids salary and the challenge of underpaying staff. Concern that we are out of step with other communities.

Motion for Melissa's raise to director's salary maximum... a bump up of one step to the maximum for Stow. Passed unanimously.

Move to accept budget option 1 as our submission to Town Administration. Passed unanimously.

Discussion of future parking needs and future needs.
Motion that dedicated parking spaces at the former fire station be identified to allow for future state funding for library renovations. Request to be made to Selectman. Passed unanimously.

Copier: Ready to buy a copier and service contract. Trustees support this when the current contract expires in May. Copier to be purchased with funds from the Friends.

Next board meeting: Saturday Jan 14th

Meeting adjourned at 8:43.

Minutes respectfully submitted: Rick Lent

