

Abbott Library Trustees Meeting Minutes Page 1 of 3

2010 – 2011 Term - Board Meeting of September 21, 2010; DRAFT Minutes

Members Present: Terri Jillson White, Rhonda Gurney, Tracy Nangeroni, Peter Urbach, John Wilson, alternates Jean Molloy, Anne Nilsen

Members Excused: Faith Reney, Barbara Chalmers

Attendees: Dick & Betsy Katz, Sue Gottling, Jean Wilson, Katie Richardson

Terri appointed alternates Jean and Anne to serve in place of Faith and Barbara.

Corrections to Prior Minutes

Corrections to the minutes of the meeting of August 17 proposed by Terri

3.0e “Tracy” instead of “Terri” and “Action by Tracy”

Rhonda motion to approve, 2nd by Tracy, vote unanimous approval.

Corrections to the minutes of the Public Forum on August 24 proposed by Anne:

Section 1.7 -- "Martin Grady" should be "Martin Bradie".

Section 1.14 -- "George Newert" should be "George Neuwirt".

Section 1.16 -- "An article should be on the March 2011 warrant." Should be “If you put an article on the March 2011 warrant you will have to have it ready by December.”

Rhonda motion to approve, 2nd by Tracy, vote unanimous approval.

Friends

Dick Katz reported that the Friends program on September 14th on Andrew Carnegie was very successful with over 80 people in attendance.

Treasurer’s Report

Friends made a \$2,688 donation to the library. Total funds given by the Friends to the Library this year was \$5,450. A detailed listing of the Friends gifts was provided and is attached.

Barbara, who was not present at the meeting, raised several questions in a memo to the Board which Tracy answered:

- ◆The August telephone charge was high due to a posting error
- ◆Wages were over budget for the month because August was a 5 week month
- ◆The over spending in the ad budget will come from under spending in other categories

Capital campaign no donations or refunds this period. John Mapely’s spreadsheet detailing the campaign contributions from the beginning of the campaign is attached.

The capital campaign funds certificate of deposit at Lake Sunapee Bank was rolled over with a term of 6 to 9 months at 1.05%. in the amount of \$217,000 in accordance with the motion made at the last meeting. An additional \$30,000 CD is now maturing. Motion made by Terri to invest the \$30,000 for two years at the best possible rate, seconded by Rhonda, unanimously approved.

Chair's Report

The consensus at the Public Forum on August 24 seemed to be that a warrant article on the new library should not be delayed until 2012 but should be addressed in March 2011. Terri asked that the Board review the July decision to delay the matter until 2012. Discussion. Everyone agreed that either the original decision was correct and should not be changed (Terri, Tracy, Anne, Rhonda) or that even if we wanted to change it there was not enough time between now and December to complete the necessary staff work (Peter, John, Jean) and therefore all agreed that the decision should not be changed, we will stay with the March 2012 date.

Terri explained that Blodgett House had been removed from consideration because the School Board is not interested in changing their present plans for using Blodgett House for the SAU.

John Walden was asked to use the Town and Recreation websites and lists to promote the use of the New Library Space comments portion of the Library website.

Terri asked Peter to explain the plans for the Non-voter questionnaire. Peter's paper on the non-voter database had previously been distributed to the Board and a copy is attached. The mailing will go to 965 non-voters: the questionnaire will be identical to the previously reviewed Voter Questionnaire except for the single question on voting, the cost, based on prorating the cost of the previous questionnaire, will be about \$500. Anne moved to proceed with the Non-voter questionnaire, Jean seconded. Unanimous approval.

Terri raised the question of a March 2011 warrant to add to the Library Capital Reserve Fund. No monies were requested in 2010 because of the mold problem. In 2007 through 2009 \$25,000 was requested and approved each year. Rhonda moved to include \$25,000 for the Library Capital Reserve Fund in the 2011 warrant. Seconded by Tracy, unanimous approval.

Job Descriptions for the Clerk/Intern and Children's Aide positions were presented for approval. Barbara's concerns, expressed in her memo to the Board, were discussed. Terri explained that the job descriptions were in fact complete and speculated that Barbara may have been working from an earlier version. After discussion it was agreed that pay levels should not be included in the job descriptions. John Walden was asked if he approves of the current draft. He does. Tracy moved to approve the job descriptions, Anne seconded, unanimous approval.

Terri proposed field trips to the Kilton and Bradford libraries for the trustees. All agreed. Terri will schedule.

Director's Report

John reviewed the proposed draft budget for 2011, copy attached. The proposed budget conforms to the Town's guidelines with no net change in the non-payroll part of the budget although there is some shifting between categories. Responses to Barbara's concerns: 2nd phone line needed for better customer service costs \$20/month, the insurance costs are provided by the Town – there may be a posting error there, the increase in software costs is due to the expiration of the 3 year free software support with TLC which requires a year by year renewal (\$800), this budget item also includes software fees for the museum pass program (previously paid by Friends), employee

step increases are automatic if the employee is performing satisfactorily. The budget presentation was advisory only; no vote on the budget was expected at this time. The formal budget will be presented to the Trustees next month.

Donna Nashawaty and Tony Bergeron met with John and agreed that the parking lot paving would be put into the Highway Department paving budget next year.

John proposed delaying the replacement of carpeting and repainting to 2012. Supportive comments from Terri and Peter. No vote taken.

Ask evacuation plan to be submitted next month.

Public Comments: None

Meeting adjourned at 7:45

Peter Urbach, Acting Secretary

Attachment: Barbara Chalmers Memo

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To: Terri Jillson White, Faith Reney, Rhonda Gurney, Peter Urbach, John Wilson, Tracy Nangeroni, Mary Epreman, Anne Nilsen, Jean Molloy, John Walden

From: Barbara Chalmers

The September Board meeting will be addressing many important items. Unfortunately, I will be traveling out of state next week and will be unable to attend. I would like to have my views on some of the topics for discussion known and my questions addressed.

August Budget:

P&L August: Line 341: Why was telephone more than twice the budgeted amount?

Line 110; Why are full time wages \$1400 over budget?

Line 555: Where will advertising over budget \$631 come from?

Chair's Report:

2010 or 20110 Warrant Article Discussion

The "resounding message" heard at the public forum for an article on the March 2011 warrant, came from motivated library supporters. We did NOT hear from those with differing attitudes about the library or its expansion. I do not support any change in our official policy, voted on at our July 20th meeting based on what was said at the public forum.

Town Warrant Article – library capital reserve

I support requesting this warrant article in the amount asked for in 2009.

Job Descriptions

Director, Assistant Librarian, Library Aide and Custodian job descriptions were updated during 2009. The Children's librarian job description had been updated in Nov 2006. When the Trustees concluded updating job descriptions in 2009, we thought all necessary job descriptions had been addressed.

In January 2010, the above job descriptions were further revised to include disability and physical exertion provisions recommended by the NH Library Trustee's Association. Job descriptions provided this past Spring for Trustee Manuals are not the most current versions, which are version 26 January 2010 for all except the Director's which is version 15 June 2010. This should be corrected.

Proposed new Children's Library Aide Job Description:

Who is this job description being written for?

The January 2010 revisions for disability and physical exertion are missing in the draft. For consistency with other job descriptions, Item 2 Job Qualification: m, l, j and k should be added from the Library Aide job description.

Proposed new Library Clerk/Intern Job Description:

There are no "job qualifications" for this position? I suggest that the following items from the Library Aide description should be added to the draft: Item 2 Job Qualifications: d, e, f, l, k, l and m. Also missing are: 5. Work Hours, 6. Employee Benefits, and 7. Vacation / Holidays.

Pay Scale

Per RSA 202-A:II V, which outlines the Board's responsibility to determine library employee compensation, I urge the Board to amend each job description to add the position's pay level as it relates to the Town's Pay Table. If the Board were to adopt current pay levels, the following would be added to each job description:

Director Pay Level: 1023

Assistant Librarian Pay Level: 1011

Children's Librarian Pay Level: 1011

Library Aide: 1009

Childrens Library Aide: Level 1011

Custodian: 1007

Clerk/Intern: 1005 (For an intern this seems high to me, perhaps a range from 1000 to 1005 should be adopted for flexibility)

Director's Report

Proposed Budget

341. Why is a 2nd phone line needed?

520: If 2010 cost \$1890, why would 2011 be less?

550: Programs are part of our core mission. If 2009 cost was \$2060, why was 2010 less than half and 2011 projected as even less?

802F: Why the big (13.5%) increase in software costs?

Payroll Increase: Is the 4.1% increase a suggestion or a decision of the Selectmen? Is a Step increase for all automatic or discretionary?

In these continued hard times, that are difficult financially for many people, I support a library budget with zero increase over 2010 budget. Line item increases should be offset by line item decreases. I do NOT support a budget with a 5.3% increase.

Maintenance Schedule

I support repainting and flooring replacement now, in principal, but could support delaying 1 year. If the library moves, it wouldn't happen for at least 3 years and by then this maintenance work will be way overdue.

Regarding repainting, unless the color is going to change drastically, one coat of a premium paint is all that is required. More than 1 coat in my professional opinion is a waste of money.

I suggest that we consider not moving out the books and bookcases, but rather leaving them in place, removing the exposed portion of carpet and carpeting around them (leaving the old carpet underneath). Only loose furnishings would be moved out. I support the use of carpet tiles, which is even more sensible with this approach. The location of freestanding bookcases hasn't changed in years, with the exception of the unit by the restroom door. Aisle widths are as small as they can be by ADA access standards, so are not likely to change. This approach would save a substantial amount of money, effort and down time for the facility. It is an approach often taken in schools where funds for such improvements are limited.

ASK Program Enrollment

So for the 2010-2011 year, it appears that the comment made at the recent public forum that the size of our present facility is forcing us to turn children away from our programs is not an accurate statement.

Thank you. Barbara