

## **Randall Library Trustees**

### Meeting Minutes

***Date:*** December 14, 2017

***Location:*** Randall Library

***Present:***

Marianne Sharin

Tim Reed

Maureen Busch

Kathy O'Brien

Bob Katz

Melissa Fournier, Library Director

Peter McManus, Finance Committee liaison

***Absent:***

Barbie Wolfenden

Jim Salvie, Liaison from Selectmen

***Agenda:***

Acceptance of minutes from November 27

Fincom

Acceptance of New Hire

Director's Report

Restoration Update

Meeting December 13<sup>th</sup>

Financial Advisor Status

Chairman's Report

New Business

Public Comment

***Decisions:***

Authorize Melissa to extend an offer to Lily Nicolazzo for the library aide position.

Authorize Melissa to extend an offer to Jennie O'Leary if Lily is unable to accept the position.

***Minutes***

Meeting called to order at 7:31 p.m.

***Budget:*** Discussion about the continually increasing Minuteman Library Network fees. Should we look at alternatives? We need to question it with data/information.

- Kathy made a motion to change the MLN fee line item on the proposed FY2019 budget to reflect the anticipated fee increase. Marianne seconded. Vote was unanimous
- Kathy made motion to decrease salary line item as proposed by Melissa. Marianne seconded. Passed 3-1-1 (Yes: Tim, Kathy, Maureen. No: Bob. Abstain: Marianne)

Peter McManus (Finance Committee) - FY2019 Library Budget – Melissa made short presentation to explain the justification for the increased salaries as well as the increased building and maintenance line item.

Question for Peter: Can the town look at the pay rates that are paid to library staff? Discussion: this probably should be done town wide, not just for the library

Repairs & maintenance – requesting \$16,000 (up from \$13,000 in FY2018) – we need to be more diligent about maintenance so that there aren't crises. Question for Peter: Why do we have maintenance responsibilities for the building whereas some departments/buildings do not need to include maintenance expenses in their budgets? Discussion about the pros and cons of library having responsibility for maintenance vs. the town. Examples: Economies of scale vs. finer control over when and how tasks are done.

Peter noted that Finance Committee has time this year to take a deeper dive into budgets. Where can we find efficiencies? How do we compare to other towns? Taking a closer look and understanding how various departments operate gives them more insight. Board pointed out that Randall Library has one of the lowest per capita library expenditures of any of the surrounding towns. However, we have endowments (Randall Trustees, Second Century, Hale) that fund a lot of the books and materials – this amount is not reflected in the budget that the library submits to the town.

*Proposed New Hire:* Kathy made a motion to authorize Melissa to offer the library aide position to Lily Nicolazzo. Bob seconded the motion. Vote was unanimous (5-0-0)

Marianne made motion to authorize Melissa to offer the position to Jennie O'Leary if Lily is no longer available. Bob seconded the motion. Vote was unanimous (5-0-0)

*Minutes:* Kathy made a motion to accept the minutes for November 8 as submitted. Marianne seconded the motion. Vote was unanimous (5-0-0)

Kathy made a motion to accept the minutes for November 27 as submitted. Bob seconded the motion. Passed. Vote was 4-0-1 (Yes: Kathy, Tim, Bob, Maureen. Abstain: Marianne)

*Director's report:* There was no major discussion. Kathy made motion to accept the director's report. Marianne seconded the motion. Vote was unanimous (5-0-0)

Melissa will be meeting with Bill Wrigley to discuss posting the request for letters of interest for library use committee to help gather information for the strategic plan and to get input from community on what they want/need from the library in terms of a renovation and reconfiguration when the library pursues a renovation project of the newer part of the library.

*Restoration Update:* One window tested positive for asbestos, so the windows need to be retested. However, due to the accident and resulting injury of the inspector, the reinspection of the windows did not occur. However, it appears that the asbestos is on the outside, on the patio side, so remediation should be straightforward. If the asbestos is more extensive and remediation is more involved, the committee might have to go back to the town to request additional funds for remediation or they may have to make cuts elsewhere in the project. The committee will keep the board updated on the issue.

*Financial Advisor Status:* Bob has heard back from Ethics Office; initially they thought it was a conflict of interest, but determined that there is no conflict as long as:

- the town has the authority to enter into a contract with Bob
- his compensation is less than \$50
- the contract is with Bob personally as opposed to with his company
- the duration of the contract coincides with his term in office

Tim made motion that the board acknowledge Pat Sacra's years of service and thank her and wish her well. Maureen seconded. Unanimous.

*Chairman's report:* Tim received a letter from citizen Lew Halprin regarding his suggestions for how the library should be renovated and/or reconfigured. Tim has not had an opportunity to read it; will report back to the board.

*New business:* February meeting scheduled for Feb. 14 – we will move it to Thursday February 15.

*Public comment:* none.

Kathy made a motion to adjourn. Bob seconded. Vote as unanimous (5-0-0). Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Maureen B. Busch