

**Ashland Town Library
Minutes of Library Trustees Meeting
September 6, 2018**

**Trustees Present: Alice Staples, David Ruell, Mardean Badger
Others Present: Sara Weinberg, Library Director**

The meeting was called to order at 7:00pm by Chair Alice Staples.

2019 BUDGET PREPARATION

The Trustees and the Library Director reviewed expenditures from past and present years, and reviewed previous proposed budgets. Our **proposed 2019 budget** will be as follows:

Audios	\$ 1,100	
Books	6,500	
Cleaning	2,800	(\$ 100 increase)
Downloadable Books	480	
Dues	185	
Education	100	
Equipment	300	
Mileage	175	(\$ 25 increase)
Miscellaneous	1	
Postage	300	(\$ 50 increase)
Programs	900	
Computer Replacement Fund <i>(formerly Public Access Computers)</i>	750	
Software	225	
Subscriptions/Periodicals	500	(\$ 50 increase)
Supplies	1,700	(\$ 100 increase)
Tech Support/Catalog	1,500	(\$ 200 decrease)
Utilities/Telephone/Website	1,700	
Videos	1,300	
GENERAL EXPENSES	20,516	
WAGES	41,600	(\$ 1,500 increase)
FICA	2,579	(\$ 93 increase)
MEDICARE	603	(\$ 22 increase)
<u>GRAND TOTAL</u>	<u>\$ 65,298</u>	

2019 increase over 2018 budget = \$ 1,740 2.74% increase

A motion was made (Ruell) and seconded (Staples) to make the following changes in our staff salary schedule. The motion passed unanimously, 3-0.

Assistant Library Director	Beginning = Minimum Wage + \$2.75	
Library Assistant	Beginning = Minimum Wage + \$1.50	Cap = Minimum +\$4
Circulation Assistant	Beginning = Minimum Wage + \$.75	

The Trustees agreed to include in the budget a \$.50 per hour increase for 2019 for all employees.

David will update the list of account descriptions, including reasons for increases and decreases. Sara will incorporate all the information into the budget worksheet provided by the Town Administrator.

OTHER BUSINESS

The Trustees signed their letter responding to the 8/27/18 Scribner Trustees letter giving the Library 45 days to move the books out of the locked upstairs room. The letter explains our use of our upstairs rooms, the shortage of storage space, and the lack of space to relocate the books from the locked room. The letter also reiterates our request for a key to be used by staff only to retrieve books as they are requested by patrons. The letter will be mailed.

NEXT MEETING

September 27, 2018 – Library Trustees Meeting, 7:00 pm, Ashland Town Library (first floor; use rear handicapped entrance).

The meeting was adjourned at 8:15 pm.

Minutes submitted by Mardean Badger