

**Ashland Town Library
Minutes of Library Trustees Meeting
September 9, 2019**

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

The meeting was called to order at 7:07 pm.

APPROVAL OF MINUTES

- A motion was made (Staples) and seconded (Ruell) to approve the minutes of August 27, 2019, as amended (insert item under Old Business re: library director evaluation). The motion was approved unanimously, 3-0.

DIRECTOR'S REPORT

- The signs for direction to the accessible entrance were received from Jae Demers. We received 4, but were charged for 3 as ordered.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
 - There were few changes since our last meeting of August 27. Bank statement charges included the utilities. Other expenses included books, videos, supplies, Post Office box renewal (\$204) and MSWord software update (\$79).

OLD BUSINESS

Director's Evaluation

- The final goals, agreed to by the director and the trustees, will be added to the evaluation report.

MOU with Friends of the Library

- We will vote on the draft at a future meeting and the Friends will consider it at their next meeting in November.

NEW BUSINESS

2020 Budget Preparation – We reviewed current budget, current expenditures and anticipated changes for next year.

Total 2020 budget requested \$72,727 = 6.127% increase (\$4,199) over the 2019 budget.

- **Wages: \$47,600**; increase of \$3,000 over the 2019 appropriation. Represents a \$1.00/hour increase for each employee.
- **FICA: \$2,951**; increase of \$186 over the 2019 appropriation.
- **Medicare: \$691**; increase of \$44 over the 2019 appropriation.
- **Library General Expenses: \$21,485**; increase of \$969 from the 2019 appropriation, apportioned as listed below:

- Audios: \$1,100; no change from 2019.
- Books: \$6,500; no change from 2019.
- Cleaning: \$2,900; increase of \$100 over the 2019 appropriation.
- Computers & Technology: \$1,000. Re-named category includes the previous categories of *Computer Replacement Fund* and *Software*. Increase of \$25 over 2019 appropriation of the 2 categories.
- Dues: \$185; no change from 2019
- Education: \$100; no change from 2019.
- Electronic Resources: \$1,000. New category includes such items as Downloadable Books fee (est. \$560), online encyclopedia (est. \$375); genealogy database (est. \$100), New York Times online (est. \$100). Replaces previous 2019 category of "Downloadable Books."
- Equipment: \$300; no change from 2019.
- Mileage: \$175; no change from 2019.
- Miscellaneous: \$0; delete this line.
- Postage: \$325; increase of \$25 over 2019 appropriation.
- Programs: \$1,200; increase of \$300 over 2019 appropriation. Includes movie licensing fee (est. \$296).
- Subscriptions/Periodicals: \$500; no change from 2019.
- Supplies: \$1,700; no change from 2019.
- Tech Support/Catalog: \$1,500; no change from 2019.
- Utilities & Telephone: \$1,700; no change from 2019.
- Videos: \$1,300; no change from 2019.

2020 Warrant Articles

- We briefly discussed two possible warrant articles: (1) continuation of capital reserve fund, and (2) bond issue for purchase of historic school. No final decisions were made. In reference to the historic school, we need to review the purchase/payment options offered by TCCAP and would like to meet with the BOS and Scribner Trustees to discuss future planning (as requested in our letter to the BOS).

OTHER BUSINESS

Coverage of Open Shifts

- Alice will cover the 1-4 pm shift on September 26.
- Mardean will cover the 4-7 pm shift on September 24.

NEXT MEETING

- **September 13, 2019 – 1:00 pm – Work session to continue site evaluations.**
- **October 17, 2019 – 7:00 pm – Regular meeting.**

The meeting was adjourned at 8:44 pm.

Minutes submitted by Mardean Badger