

**Westhampton Public Library Board of Trustee**

**Jan 11, 2018, 7:00 p.m.**

**1 North Rd, Westhampton MA**

**In attendance: Andrea Belanger, Mikki Nevins, Lynn Cooper, Lynn Blair, Brian Mulvehill, Maureen Dempsey.**

- 1. Call to Order -**
- 2. Minutes from last meeting - minutes of December 2017 were lost, view director's report 12/17 for bulk of meeting discussion. McMurrich will create a document entitled "Notes from December 2017" which will review topics discussed, included but not limited to:**
  - warrants available but will be submitted after two signatures**
  - Brian will call regarding repair of railing**
  - no friends report**
  - Overlap of Hilary and new person**
- 3. Treasurer's Report - for this month, ending balances: Gift account \$23,307.50; Library Building \$6,939.48; Public Libraries Fund 0; State aid \$1,574.81; Deferred Town Monies \$47,881.64; Grand Total: \$78,703.50**
- 4. Director's Report- Sarah the intern is working on teen events, likes the experience of planning and marketing new events. Hilary is doing a STEAM Saturday, and has been doing a once-a-month lego time after school. Blair is going to try to offer a technology help class in the afternoon once a month. Bob is still doing it, but this will be just about privacy, internet security, etc. Hilary is doing a first time watercolor workshop for kids, and paint night is happening again and it's already full! Also did revise art policy (see below)**

**Got first round of state aid.**

**Hoping to post job description towards the middle/end of this month.**

**Blair will post on town website, also on the library boards and in Bell**

**Tower.**

**Hilary plans to leave end of April, exact dates are flexible but she is willing to overlap for a week.**

**Blair asks that we amend the Community Room Policy to remove the statement requiring applicants to give a \$20 cash deposit upon reservation.**

- **Trustees Vote to remove that statement from the policy.**

**5. Friends Report- Friends will meet next Tuesday. No report.**

### **Old Business**

#### **1. Budget discussion**

- **Discussion of the hourly pay for Hilary's replacement. She makes 16.33, proposal is that new person gets hired at \$15 per hour. Trustees discuss that this is a fair wage and agree that this will do. That is a total of \$14,820.00. We will be prepared to defend this wage decision in that we want to have someone experienced and qualified.**
- **Custodian will get a 2.5% raise, from his \$11.80/hour which will become \$12.10 per hour, which means he would get \$36.30/week, for 52 weeks a year: \$1,887.60 rounded to \$1888**
- **Trustees vote on Lynn's salary: proposal for 3% raise which would be an increase of \$1,203.57 added to \$40,119 = \$41,322.57 rounded up to \$41,323.**
- **Payroll line is therefore \$58,031.00**
- **Repair and Maintenance line: we are waiting for Steve Holt for mowing increase, but agree to budget \$3000 for FY2019.**
- **Trustees spend about 20 minutes determining the number of the Mandatory Spending to get above 20% and also to meet the requirements for State Aid.**

***We did this by taking what was required by the state for State Aid, and we subtracted all of the rest of our budget from that***

***number, and the difference was what we had to pick for mandatory purchasing- which is greater than 20% and acceptable.***

- **Dempsey imagines that the finance committee will not quibble over the <1%, we can explain that we added the \$600 to make Mandatory Spending last year, this year we used the \$1000 for landscaping. Don't forget the electricity we provide!**
- **\$92,574 is the budget for FY 19**
- **Dempsey will look up what it was that drove the Supplies expenses up so much in 2017.**
- **Blair will double check all the numbers- trustees are unable to decipher current worksheet.**

### **New Business**

**1. Review of art exhibit policy- only changed a little bit- just a few lines about the display case to be clear. Cooper asks if the artist featured does not want to display in the case could the historical society put things in the case?**

- **Trustees unanimously vote to accept application and policy**

### **Any other business to come before the meeting**

**Cooper asks about the security system- when the power went out on Saturday, the security system was beeping. Blair says they could close in a power outage, Cooper says there were few patrons and they just wrote down bar codes. It's the same number code. Elyse was uncomfortable leaving the building unarmed.**

**Blair says: if power goes out, close building, and lock doors. Don't worry about alarm.**

**Trustees will create a policy that says that if the power goes out and does not come back on within 30 minutes, the library will be cleared of patrons and locked. "Emergency Closing Policy".**

**Whatever staff is on will contact Blair or a trustee. McMurrich will create the policy.**

**Trustees will review draft of new policy and vote next time.**

**Next time discuss date for poetry night.**

**Next Meeting February 8th, 2018, 7 pm in the Judd Room.**

**Adjourn - 8:26 PM.**