

Westhampton Public Library Board of Trustees
January 9, 2020, 7:00 PM, Judd Room

In attendance: Brian Mulvehill, Mikki Nevins, Lynn Cooper, Carol McMurrich (taking minutes), Meaghan Schwelm (not present: Celeste Whiting, Anne Marie O'Reilly)

Call to Order: 7:30 PM

Minutes of the Last Meeting: Moved and seconded, accepted unanimously.

Treasurer's Report: Gift Account: \$21, 658.80; Library Building: \$3,594.48; State Aid: \$1,798.15 (first of two payments); Deferred Town Monies: \$58,252.48. Grand total: \$85,303.91.

Director's Report: As Written, and in addition:

- Re: Statistics: Mulvehill comments that as we approach town meeting, we should have numbers of how our circulation/volunteer hours/programs have increased
- Re: teen decorating: phone call to Dave Antosz regarding fire code. Requests that funding for this come for the gifts account, which trustees approve.
- Mulvehill asks whether Emily is doing the grant that Pat Miller has. Schwelm responds that Emily works her 19 library hours and then works 3 extra hours for the grant and bills separately for that.

Friends' Report: Meeting was Tuesday 1/7, run down of upcoming programs, many of which are on the calendar. Meaghan made some requests for materials and programs, which were approved. Introduced Linda Stacey who is interested in becoming a member. Kickoff to the concert season will be Swedish Dance lessons offered at the town hall with a concert to follow (April). Andrea Pichette is stepping down as treasurer.

Old Business: Maintenance update: As written in report by Phil Dowling; Total suggested repairs total \$10,910.

Discussion ensues regarding where the funds for the repairs should come from. Mulvehill suggests that a separate line item be put in "Building Improvements" which makes it clear that this is a specific situation that needs to be addressed vs. a newly increased maintenance budget line.

Mark Wendalowski is not available to help with the furnace but will help us find another technician with Phil's help.

New Business: Budget Prep: Trustees go through budget proposals line by line. Of note:

- Payroll: Mulvehill suggests 3% should be our standard because we value the work of our librarians and realize they are not easily replaceable. This means Meaghan (Director) would go to \$50,089, Emily (Children's) would go to \$15,723. Difference between 2.5% and 3% is 243 for Meaghan and \$76 for Emily. Jared would go to \$1984 (Jared has to be 2.5% because he's employed by the select board so we have to go with what they set.) Total for salaries is \$67,796.00—an increase from last year of \$1873.

- Equipment line will be spent on chromebook style laptop computers and a WiFi extender, likely another laptop will be purchased next year—may need to get a better quality laptop for public use so will bump to \$800. Mulvehill suggests we should also buy insurance for any laptops we purchase.
- Everything but building improvements (and Mandatory Purchasing) is at \$86,287 with those changes.
- McMurrich suggests: Can we propose that the town funnel us the building improvements outside of our budget, so that we don't drive up our mandatory purchasing by making improvements a line item?
- Trustees agree: Create two budgets:
 - o Budget #1 -- With mandatory purchasing calculated off of \$86,287 is \$21,572 with a total budget of \$107,859 which saves \$2000 in mandatory purchasing by keeping the building repairs out of the library budget, but we would hope to acquire \$8000 from elsewhere to help with the exterior painting.
 - o Budget #2—With mandatory purchasing calculated off of a grand total of \$94,287 (which includes \$8,000 of exterior repairs for the building, and tacks on \$2000 in mandatory purchasing) becoming \$23,572 rendering a grand total of \$117,859.
- Brian Mulvehill will speak to Sarah Mulvehill who is on Finance Committee to determine how to get this information to Finance Committee so they can consider it before the library sits before the committee.
- Ultimately things may need to wait but efforts will be made to repair and maintain the building.

Motion is made to Submit above Budget #1 to Finance Committee with a request for an addition \$8000 in exterior repairs and authorizing the chair and treasurer at Finance Committee to submit above Budget #2 in the case that the town is not able to provide repair funds from another source.

Seconded, passed unanimously.

Micki, Meaghan and Brian will present the budget at an arranged time.

Date of next meeting: February 13, 5:30-6:30 pm (Chorus concert that night)

Meeting adjourned at 9:24 pm.