

# Westhampton Public Library Board of Trustees

January 10, 2023 at 6:00 P.M.

Judd Room at Westhampton Public Library

1. Call to Order at 6:09
2. Minutes from last meeting – request for amendments and will approve next meeting
3. Treasurer’s Report: Library Building Account - \$3594.48, State Aid - 4177.25; Deferred Town Monies - \$66,249.17; Library Gifts Account - \$22,515.38
4. Director’s Report- as written.
  - a. Raises issue of PTO selling extra calendars. Though we typically say all fundraising has to be for Friends, the Trustees agree that the PTO runs the Fall Festival and also these calendars serve a community building role and so in lieu of a community center the library is the place to offer these. Meaghan will tell PTO they must make an optional donation tin to put next to the calendars.
  - b. Steve Holt offered to trim the trees for only \$30 per tree—which is basically a donation. Trustees will send a note to Steve thanking him for the tree work.
  - c. Meaghan will order name tags for employees and volunteers. Will also order business cards. Both will come from the supply line item. Also possibly new bookmarks.

5. Friends Report: lining up programs and sponsors for programs for Spring/Summer. Also talked about guidance/guidelines around spending for the Friends.

6. Old Business

a. Finalize Budget

a. Schwelm looked into salaries of similar libraries: Williamsburg \$50k in 2021 and Sunderland \$54,810k. The Children's Librarian at Williamsburg makes \$20.40/hour. Currently we are paying Emily \$18.50/hour and Meaghan is \$47,648. Meaghan reminds trustees that rather than a dollar amount the finance committee wants to see a percentage. With 3.5% raise Meaghan would go up by 1667.68 \$49,315 Emily would be at \$19.14/hour.

McMurrich brings up how difficult it seems for someone as talented as Emily to be paid less than \$20 per hour. Discussion ensues around strategies that could raise Emily up to \$20. Schwelm says that we have to present it in terms of a percentage. 7% would get Emily over \$20. Determine we should ask for a one-time raise of 7% to get her over \$20 – still only \$19.76 but then subsequent years it will be bumped over \$20.

- i. Margaret works 7 hours per week and makes only \$16 per hour. Minimum wage is up to \$15 per hour at this point. 3.5% is \$16.56.
- ii. Custodian is paid minimum wage- that is going up- if 3% it would be 15.35 per hour. So he would be \$2410.20 for the year with the raise.
- iii. \$74,090 is the salary line this year: 3% of that is 2222.70; with our proposed raises the total we are

asking for 3186 more than 3%. Difference is not significant.

iv. \$98,316 would be the total including all the other lines. Therefore, mandatory spending at 25% of that number is \$24,579. This brings our total budget ask for the budget as \$122,895 which is in line with a very typical increase per year. All trustees agree this is a good proposal.

b. Strategic Action Plan FY23 – taken directly from our 5 year plan, no goals have been significantly changed. They are all things we should always be doing, anyway. Some specific actions under the first goal such as creating materials to support library services for fall festival, and maintaining regular contact with schools etc. There is also a goal around organizing the Trybrary: Once things are all categorized into the booklet people will be able to see everything that the collection holds. Motion to adopt by Deb Estelle, seconded by Angela Griefen, unanimously voted to adopt.

c. Trybrary Policy adoption: “one renewal will be granted based on item availability” gives flexibility. Person has to bring item back to be inspected and can then be renewed. Town had asked for a waiver in case someone gets injured using a Trybrary item. It was very legalese: Meghan slimmed it way down to make it more comprehensible and simple. Moved by McMurrich, seconded by Whipple, unanimously “aye” by roll call.

## 7. New Business

a. Question about “homework help” on Tuesdays- Schwelm will check back in with Andrea Belanger to see if it will work on Tuesdays.

- b. For next month: Phil Dowling has a new exhibit in the community room. Photographs of wildlife. 50% of sales will go towards the library. But he also donated a huge aerial view print of the first snow in Westhampton in 2020 taken from his drone. Could be raffled or hung up... Schwelm will check in with Friends.
- c. Deb Smith brings up the Westhampton Elementary School library and what rough shape the library is in. PTO went in this fall and put library back together and updated everything but since then nobody has been keeping up with that. There may be a possibility that they might need volunteers to help put the library back together and/or maybe open the library because they likely won't have a librarian until next year. They are also going to have the Scholastic Book fair 2/27-3/3.

8. Any other business to come before the meeting not anticipated at time of posting.

Next Meeting: 2/14/23

Adjourn: Moved, seconded, roll call unanimously approved. 7:43 adjourned