

Library Trustees Board Meeting

November 14, 2016



Present: Kristian Connolly, Sarah Despina, Anne Hatch, Erik Volk, Alissa Smith, Diane Kreis (via phone for majority of meeting. Phone died just prior to Budget agenda item)

- Meeting started at 7:07 PM
- **2017 Librarian Salary Discussion**
 - Kristian presented detailed analyses of librarian wages which compared Librarian wage statistics from similar towns in the region.
 - Various opinions were expressed by Trustees on the topic of salary increase including employer responsibility to employees; Trustees' responsibilities to the Library, town and citizens; the passing of increases for other town departments/services within minimal discussion/resistance at Town Meeting; the potential impact of an increase on citizen's tax bills and the fairness of allowing an increase when other Town employees of long-standing have not seen similar increases in their salaries.
 - Alissa made a motion that the Librarian wage remain the same this year with no increase. Motion was not seconded.
 - Erik motioned for a 2% increase. Diane seconded motion.
 - Erik, Diane and Sarah voted in support of the 2% increase. The motion passed.
- **Agenda Additions**
 - Kristian asked to add agenda item related to Friends' Book Sale sign
 - Erik asked to add Ryegate appropriation discussion to agenda.
- **Friends' Sign**
 - Kristian indicated that the Friends wish to hang a permanent Book Sale sign from the white Library sign on the outside of the building to increase interest in the ongoing book sale Trustees agreed this would be acceptable.
- **Approve Past Meeting Minutes**
 - Alissa motioned to approve the minutes. Diane seconded the motion. Minutes were approved.
- **Financial Report**
 - Alissa reported that finances are in good shape and we are on target for the budget
- **Appeal Update**
 - We have received 13 checks thus far from the Annual Appeal. Total amounts received to date are \$945.
 - Some Appeal letter returns have been received. Anne will keep copies of all the checks and pass them on to the Trustees to complete Thank You notes.
 - Alissa volunteered to write out the first batch of Thank You notes. Sarah, Kristian and Erik will complete next batches of Thank You notes in that order.
 - Discussion about what should be included on reprinted notecards to be used for Thank You note. After some discussion, it was decided we would use just the image (without quote) of the Library that has been used in other marketing efforts for the Library with Library WEB site, email and other contact information on back. Hours will not be printed on the back in case they change.
- **Ryegate Appropriation**
 - Erik read the letter from the Ryegate Town clerk which indicate the Town would be open to possibly providing financial support for the Groton Library. The Library is invited to submit their request and attend the Ryegate Town Budget meeting in January to make the appeal.

- Discussion about the potential amount was discussed. After some preliminary review of Ryegate and Groton Town reports, it was determined that \$500 would be an acceptable request.
- Anne will provide statistics on the percentage of our patrons that are from Ryegate to help support the request.
- **Rural Edge/Frozen Pipe Issue**
 - Kristian reported that we had received a letter from Rural Edge indicating that they will not discuss the issue further and if payment is not received, they may take us to Small Claims Court.
 - Kristian drafted a response indicating that we do not plan on paying the amount and would welcome the chance to discuss in court.
 - Trustees decided that best course of action was to pass the letter and possible response on to the Selectboard and attorney handling building issue and get their recommendation/response.
- **Librarian Report**
 - Anne furnished the Librarian report in advance but the following topics were highlighted:
 - New shelving purchased from Staples is sagging already. Anne will contact Staples to see if there is any possibility of refund/replacement.
 - Anne requested that we move the Anniversary banner from inside the Library to a more visible location outside. Kristian will move the banner.
 - Anne distributed statistics regarding patron usage and reviewed. Numbers are slightly down since last year in a number of areas but don't include patronage for Fall Foliage activities and daily stats include Saturdays this year (when we are open for only 2 hours) which adversely affect those statistics
- **Budget Discussion**
 - Diane had dropped off call by this point and did not participate in discussion.
 - Kristian indicated he will be attending the Selectboard Budget meeting on Saturday and Trustees needed to decide on what should be presented.
 - Kristian presented several option which included increases in the Towns contribution percentage.
 - Alissa indicated that in the past, the budget was just dropped off and no discussion of the submitted budget occurred.
 - Some discussion around the budget occurred including how difficult it would be for the Trustees to continue to raise the amount of funds raised this year through the Yard Sale Extravaganza, raffle and matching funds in the future.
 - The general consensus was that we should ask the town to increase the percentage of their support to 91.2% of the budget resulting in an increase to the town of \$5,804.14 and a decrease in the amount that the Library must come up with on its own by \$4,970. No official vote on the issue was taken.
- Sarah made motion to close meeting. Kristian seconded. Meeting closed at 9:18.

Action Items

Alissa	Write out preliminary Thank You notes for Annual Appeal
Anne	Provide Ryegate patron statistics to Erik
Anne	Follow up with Staples on sagging shelves
Erik	Prepare Town Appropriation request letter for Town of Ryegate
Kristian	Forward Rural Edge letter to Selectboard and attorney
Kristian	Move anniversary banner.
Kristian	Deliver budget proposal to Selectboard.