

Trustee Annual Budget Meeting Minutes November 5, 2018

- Present: Clara Warren, Janet Moller, Erin Begel, Bridget Whalen-Nevin, Judy VanArnam, and Judy Taylor via FaceTime.
- Meeting called to order at 6:20 p.m.
- Review of minutes from 9/10/18, 10/1/18, and 10/29/18. Motion made to approve all made by Janet, seconded by Judy V. All in favor.
- Treasurer's Report: no change since last week's budget workshop.
- Director's Report:
 - Passed fire inspection, needed to get one more fire extinguisher and have all three mounted near exits. Done.
 - Backpack Program: Trustees received a thank-you card from school for contributing.
- New Business:
 - Tabled voting on meeting dates for 2019 until next meeting.
 - Minimum Library Standards update: recommendation that meetings should be at least once per month.
 - Budget for 2019:
 - School ballot: will request tax cap minus \$34 in exclusions: total of \$1,141.
 - UniFirst contract: normally a 5-year contract, but made exception for us with a 3-year contract at \$564/year. Motion to accept made by Clara and seconded by Judy T. All in favor. Judy V signed contract for Trustees.
 - Expense proposal with suggestions from workshop (programs: proposed budget of \$750; raising to \$900. Megan salary: proposed \$12/hr; raising to \$14. Bridget salary: proposed raise of \$0.34; raise of \$1/hr. Books: proposed \$4200; raising to \$5700).
 - Adding housekeeping for 6 months at \$20/hour for 2 monthly sessions of 2 hours each. Motion to accept made by Judy V, seconded by Erin. All in favor. Director will offer the job to Megan Bush.
 - 2018 audit to be scheduled after December.
 - Election of officers:
 - President: Erin Begel. Vice President: Clara Warren. Secretary: Judy VanArnam; Janet Moller in Judy's absence. Treasurer: Judy Taylor (temporary, at her request)
 - Clara Warren and Erin Begel are authorized to sign checks in Judy Taylor's absence.
 - Motion made by Judy V and seconded by Janet to accept JoAnne Vaillancourt and Cheryl Warren as new Trustees. All in favor.
 - Patty Ritchie is providing \$2K for replacing the children's room lights with LED.
 - Scott Ouderkirk provided three designs for the outside sign over the door for the Trustees to choose: Motion made by Erin to choose #1 with "Est. 1894" incorporated into design. Seconded by Judy V. All in favor.
 - Fireplace: discussed installing between bathroom and equipment room in original section. Tabled.
 - Microwave cupboard: will remove shelf and use over sink as open storage.
- Motion made to adjourn at 8:23 pm made by Judy V and seconded by Janet. All in favor.

Respectfully submitted,

Erin Begel

Secretary