



Board of Trustees Meeting Minutes  
January 15, 2019

In attendance: Trustees Natalie Gallo, Bob O'Brien, Charlene Flaherty; Alternates Brian Vass, Jorge Mesa-Tejada, Charles Fernandes; Director Rosemary Krol; Minutes Kate Thomas; Penny Williams, Tri-Town Times; Brenda Getchell, Guest.

Visitor comments and questions. Brenda stated that she was disappointed with last night's selectmen's meeting because, despite the library history of serving our community very well, the 2019 budget was called into question. She noted that she thought the library was separate from the town. In response to Brenda's comments and question, Natalie read from the town's attorney highlighting the legal right the library has to set employee labor grade/compensation and library budgets- see attached letter. Charlene also remarked that it's true we are within our authority but we also have the responsibility to update these job descriptions in order to appropriately manage our employees and the library. She wanted to also point out that the \$10,000 warrant article for existing building maintenance fund that has been called into question has been used for saving money over time to take care of large expenses so we do not need to go to the town for large ticket items. These maintenance funds have never used for emergencies. She suggests that the Trustees create a list of repairs and maintenance that have been completed using this building maintenance fund. Natalie pointed out that the Friends of the Library's spending doesn't include items that are considered building maintenance, but that the Friends have been very generous for other things in the past. However, they have ultimate control over how they spend their money.

Monthly meeting called to order at 2:20 pm.

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1. Approve minutes from the December 18, 2018 meeting. Charlene moved to accept, Bob seconded. Unanimously approved.
2. Director's Report presented by Rosemary. Penny asked Rosemary to expound on the energy audit information. One of the general suggestions from the audit recommended increasing insulation on the second floor/attic and need for repair or replace exterior siding. Rosemary will be reviewing it more closely in the next month.
  - a. Stats- many increases in usage of the services the library offers.
3. Treasurer's Report
  - a. Budget Report- 2018 budget year is closed and the balance is zero. 2019 has been set up.
  - b. Year End Financials – the market dip in December hurt our investments in both LPL and Edward Jones. Previously we have voted to maintain balances in these account at \$75K and \$46K respectively. Bob made a motion to leave the money in the accounts and keep these balances, and NOT take the usual withdrawals from our investments for the year. Discussion: Bob noted that if we decide to not take any money, we will lose 10K expected income just from these investments. Paired with the reduction suggested by the selectmen to our budget, and the money we are using for the server from the overdues account we will be losing nearly \$37,000 from our usual spending sources. Potentially, the usual spending accounts may have close to nothing. Unanimously approved to leave the principal balances in our investment accounts.
  - c. Investment Caps
4. Old Business
  - a. M-H-R meeting in April – Rosemary has invited Mindy Atwood to speak to the group about Fundraising.
  - b. Town Forum- Saturday Jan 19 from 11-1pm.

- c. Project Update-
  - i. Workroom renovations - Workroom renovations near to completion.
  - ii. Tank Inspection- Only thing missing was a sign indicating that the tank is a confined space.
  - iii. Outside of building- After the busy budget season, Rosemary will be creating a list of the items that need to be taken care of and repairs that are needed for the exterior.

## 5. New Business

- a. Annual Report- Rosemary shared the draft of the library's report for the annual report.
- b. New furnishing for the Meeting Room- Rosemary shared a list of suggested new tables, chairs, and fresh paint. Charlene said that perhaps we should prioritize the needs and if money does become available we could be ready to purchase them. Staff feels that the tables should be replaced first, with wheeled and foldable tables that will be safer and easier to maneuver and store for any group to use.
- c. Non-Resident Card Holder Policy-first reading of this revised policy. Increased fee for the "non-resident paid" to \$40. Nonresident Short term fee is now \$20.

## 6. Donations by groups or individuals. Motion by Bob to accept all listed below. Seconded by Charlene. Unanimously approved.

- a. Acceptance of donations in memory
- b. Money in donation jar: \$87.20
- c. Books, audios & videos from various individuals
- d. Donations by groups or individuals:

## 7. Correspondence – Holiday card from Edward Jones.

Meeting adjourned: Charlene moved to adjourn. Bob seconded. Unanimously approved.

Next meeting: Tuesday, February 19, 2019 2 PM