

Northwood Libraries

Board of Trustees

MINUTES

APPROVED

Budget Work Session at Town Hall

Thursday, September 14, 2023

Attending: Betty Smith, Chair; Pat Vaillancourt, Treasurer; Janet Story Clark, Secretary; Irene Kreider, Alternate; Donna Bunker, Library Director; Neil Irvine, Town Administrator; Cheryl Eastman, Finance Director

The meeting began at 1:00 PM.

The purpose of the meeting was to review the figures we had developed, discuss any concerns that arose, and make changes that might need to be made. New information in this year's budget includes the Bryant Library being listed so that it is clear that the trustees oversee both buildings and they are both part of the budget.

Line 4300 is the telephone line and we asked how the department charge was determined. The question was asked about the Breezeline contract, but its location is unknown.

Line 4360 is the heating oil/propane line. The Town Administrator suggested that a 5-year running average be developed so that more accurate figures can be determined year-to-year. The Finance Director will do this for the years 2018 -2023.

Line 4380 – Building Maintenance & Repairs – The estimated salt cost is based on previous years expenses as the current system has only been in place for about one month. The total for this line in 2023 we estimate will be closer to \$7000 but in 2024 we anticipate some additional costs for the Bryant Library and we do not know what the costs for the new water system at Chesley will be.

Lines 4500 & 4501 – Library Supplies/Office & General – The Director explained that most of the purchasing of these items is done at year's end to take advantage of year-end sales and savings.

The final discussion looked at personnel issues that we have faced over the last few years since the Board was convinced to change two full-time positions to part-time positions during a budget crunch. Another problem is the lack of candidates whenever a vacancy arises. During and after COVID the library has had to close from time to time because there not enough staff available to cover our posted hours. For that reason, we are proposing that the Assistant Librarian position be made full-time once again. At this time, the TA and Finance Director left the meeting

The Library Board remained in meeting. After further discussion it was also determined that, because the Assistant Librarian has a supervisory role in the Director's absence, the position should be at a higher pay grade than the positions supervised by the Assistant Librarian.

It was MOVED and SECONDED (Janet/Pat) to move the Assistant Librarian position from Grade 9 Step 6 to Grade 16 Step 1 as a Part Time position in the budget with a warrant article requesting that the position be made Full Time at the same Grade/Step. The MOTION WAS APPROVED.

The meeting was adjourned by consensus at 2:15 PM.