

Meeting Minutes of September 19, 2017

PRESENT: Marcia Haigh, Kris Rathjen, Carol Raymond, David Adams, Marj Bray

ABSENT: Audry Barriault, Grita Olmstead

ALTERNATES: Bill North

Call to Order: Meeting called to order at 7:01 p.m.

Secretary' Report:

No report.

Motion: Carol/David to accept the Minutes from July 18th

Motion Passed

Treasurer's Report:

On track for the year so far.

Motion: Kris/David to accept the Treasurer's Report.

Motion Passed

Building Report

Furnace cleaning is completed, looks good. Water Cooler needed to be replaced and has been done and the diaper changing station in the lower bathroom has been installed.

Motion: Marj/Carol to accept the report at stated.

Motion Passed

Director's Report

Very busy time for the Director getting ready for the audit that the town completes on all departments this time of year. Director met with Katie Ambrose to get our line items closer to that of the towns to make it easier for the Budget Committee to review.

Hosted the Scrooge & Marley Librarians on September 14th before the opening of the Library, comments received were very good that the Library was very inviting, bright and clean and user friendly.

Upcoming programs/ongoing programs:

Weekly fiber arts, very well attended and the story time has been moved to 10:00 a.m. to avoid conflicting with the 1st and 5th grades coming over to read and get books at 11:30 a.m.

The Chess Classes with volunteer Michael Gray will begin October 10th. A community magic show with Andrew Pinard will be at 6:30 p.m. with light refreshments and show to begin at 7:00 p.m. This magic show is sponsored by the Salatiello Family Trust. The makerspace tech based kits for the kids have been a big hit and will be available October 6th for the kids to come in and make circuits.

Total Security, who monitors our security system along with the town, has a new service contract that it wants the Library to sign. It was felt that the terms and conditions fall outside of the scope of the Library Trustees and should be signed by a town official. There are currently three smoke detectors that need to be replaced.

Motion: David/Carol that the town should be responsible for the signing of this contract and the Library will be responsible for the fee payment.

Motion Passed

Old Business

Personnel Policy Manual is ongoing. David and Carol to meet when things slow down for Carol.

New Business:

Coffee hour for seniors will be held on a Tuesday 1:00 -2:00 once a month to be determined by Greta and Marj.

The teen/children’s section of the Library is in need of a few pieces of furniture. It was suggested by the Director to use funds that were donated to the Library in memory of Debbie Clement.

Motion: David/Kris to purchase chairs for the children’s not to exceed \$400 with the funds coming from donations in memory of Debbie Clement.

Motion Passed

Budget for Fiscal year 2019 was discussed. The numbers that the Director presented look good. Line item .432 for the elvevator inspection needs to be increased to include the 5-year load test and two inspection certificates.

Motion: Marj/David to increase this line item .432 to \$772 to include the cost of necessary documentation that the state requires.

Motion Passed

Another area that is increased is programming, we are asking the town to restore our funding for programs to the FY 16 amount of \$2,000. The programs at the Library are well attended and popular and the Board of Trustees would like to see them funded to the FY 16 amount.

The pay study was discussed. It was felt that the levels in which the staff were put in under the fire chiefs pay matrix were not appropriate for the knowledge, skills and abilities of the staff. While the titles of the job may not seem very technical, finding replacements for these positions at the current pay rate and that stated on the pay matrix for the library are inaccurate. It was felt that the following pay grades and salary are more in line with the pay study done by Thornton and other Sanbornton town departments and the board recommends the following pay grades and steps for the staff of the Library for FY19. While this still does not place the staff in line with what is being paid in other towns of similar size and make-up of Sandbornton, the recommended pay increases are getting closer to market value.

Director	Pay Grade 15	Step 2	\$20.77
Tech. Service	Pay Grade 12	Step 1	\$16.53
P.T. Assistant	Pay Grade 9	Step 2	\$13.84
P.T. Program Coord.	Pay Grade 10	Step 1	\$14.44
Paige	Pay Grade 2	Step 2	\$ 8.61

It should be noted, that only two of the positions within in the Library are full time benefitted positions. Because of the level funding of the past few years, if the salaries are not increased it will be next to impossible to fill any position in the Library at the current funding. The Trustees would like to keep the staff that we have since the community response to the team over the past few years has been

extremely positive with more patrons using the services of the Library as well as positive feedback to the programs offered and the increase in volunteers time and ideas.

Motion: Kris/Marj to recommend the above noted pay increases for the staff in FY 19.

Motion Passed

The last piece of business discussed was the replacement of the shredder. This is used not only by the staff but our patrons who use the services of the Library computers for personal matters.

Motion David/Kris to not spend more than \$300 for a new shredder for the Library.

Motion Passed

Meeting adjourned at 8:48 p.m.