

## *Minutes of the Board of Library Trustees Meeting (11/14/94)*

1. Meeting called to order at 7:30.
2. Acceptance of minutes was delayed until the next meeting.
3. **Director's Report:** (NOBLE Budget)

Ms. Hill-Devine summarized the proposed NOBLE budget for FY96 (see attached). She explained that each NOBLE library saved about \$7,000.00 during the upgrade to LIBS 100+ due to the use of capital funds. Some discussion followed.

In light of the proposed increase in the membership fee, Mr. Redgrave asked how many more FTEs the library would need to handle the current circulation. The Library Director speculated that an additional 1.5 FTEs would be needed to handle manual circulation, cataloging and classification, and overdue notices. Mr. Redgrave stressed that, although the NOBLE assessment is going up, the system is a bargain.

The proposed assessment is \$23,485.00 up from \$18,354.00.

4. **Old Business:**

- A. *Air Conditioning and Roof Repairs:*

Specifications were drawn up for the air conditioning project, but a local contractor warned that the specs didn't provide enough cooling power. A professional review was done (at no cost) and it was confirmed that the job was under-specified. The project is currently on hold.

Regarding the roof repair, a contract has been signed with Mr. Farley.

- B. *Policies:*

There was a brief discussion about the proposed policy governing public use of a Library personal computer (PC). Some minor revisions were suggested.

**MOTION** -- by Ms. Ulrich, "that the PC policy be adopted (with revisions)," was seconded by Mr. Cronin. The vote was unanimous.

The Hierarchy Policy was not yet available for review.

The Sexual Harassment Policy is not yet complete. Ms. Ulrich and Ms. Hill-Devine will continue to work on this.

The Personnel Selection Policy is also not ready. Mr. Cronin requested that it be taken up at the next meeting.

C. *Revised State Aid Technology and Reference Request:*

[Aside] -- A brief discussion of security concerns at the Library was prompted by report of an alleged break-in at the Library. As far as can be determined, nothing was stolen. The Winthrop Police have been notified.

The Library Director pointed out that the vote by the Board at the October meeting to transfer money from the Library State Aid fund (see attached detail) created a de-facto deficit of \$753.08 -- though the money has not actually been spent.

-- Here, discussion jumped ahead to agenda item 5B --

Ms. Hill-Devine reported that transfers must be filed with the Town to cover personnel costs arising from the signed union contract. The total amount of \$20,305.86 will be requested in two separate transfers -- one for the full-time budget and one for the part-time budget. In addition, \$3,045.83 will need to be added to the library materials budget to meet the 15% expenditure requirement for Library State Aid eligibility (see attached).

**MOTION** -- by Mr. Cronin, "that the three requests for transfer be submitted to the Town Accountant as drawn up by the Library Director," was seconded by Ms. Ulrich. The vote was unanimous.

-- Here, discussion returned to agenda item 4C --

Ms. Hill-Devine noted that, if the request for transfer of \$3,045.83 to the library materials budget is granted, some of that money could be used to cover the cost of the "Reference Update" (see attached, *Revised State Aid Account Sheet*).

A discussion followed.

**MOTION** -- by Mr. Dalton, "that the \$1,000.00 of Library State Aid money earmarked for preservation by a vote of the Board at the October 20, 1994 meeting, be rescinded to eliminate the de-facto deficit, and that the preservation allotment be reconsidered after receipt of the new allocation of Library State Aid (expected in December)," was seconded by Mr. Cronin. The vote was unanimous.

5. **New Business:**

A. *Library Budget:*

The Library Director presented a draft of the proposed Library budget for FY96. A brief discussion followed.

B. [Already covered, see above]

C. *Article to Recover Fines:*

Ms. Hill-Devine reported that the Assistant Director, Mr. Crosby, had inquired with Town Counsel about the possibility of the Library recovering fine money collected. She also noted that a draft of an article to recover 100% of the fines collected will be available for the Board's review at the December meeting.

D. *Security:*

[see discussion under 4C, above]

E. *Other New Business -- Director's Salary:*

Mr. Cronin suggested that the Trustees lobby for an increase in Ms. Hill-Devine's salary. The matter will be discussed further at the next meeting.

6. **Christmas Schedule:**

There was some discussion of the appropriate hours of Library operation over the Christmas weekend.

**MOTION** -- by Mr. <sup>Cronin</sup> Redgrave, "that the Library staff will work a full day on the Friday before Christmas, but that the Library will close all day on Saturday, December 24th," was seconded by Ms. Ulrich. The vote was unanimous.

7. **Date of Next Meeting:**

The date of December 8, 1994, had already been established at the October meeting. This date was reaffirmed.

8. **MOTION** -- by Ms. Ulrich, "that the meeting be adjourned," was seconded by Mr. Cronin. The vote was unanimous.