

Sanbornton Public Library
Board of Trustees Minutes
December 5, 2018

Trustees Present: Paula Grassie, Carol Raymond, Grita Olmstead and Jim Dick
Alternate Trustees Present: Chris Hobby
Others Present: Marcia Haigh, SPL Library Director

The Library Board of Trustees met in special session at the Town Offices with the Board of Selectmen (BoS) to review the FY20 budget that was submitted.

Chair North noted that the open dialogue with the Trustees last year was productive and she looked forward to continuing to work together.

Carol Raymond asked what questions the BoS had about the budget. Chair North highlighted the following items:

- Additional hours for Library Assistant and Library Page
- Step increases for Library employees
- Request for bookkeeping services
- Computer software line

Chair North stated that the directive from the BoS was to use a 2% Cost of Living Adjustment (COLA) to the pay matrix, but not to include any step increases.

Carol Raymond explained the increased hours for the Library Assistant and the Page were necessary to provide required services to patrons. Chris Hobby noted that it also provides additional coverage to allow staff to take time off, and to cover special events such as Library programs. Chair North stated that it was important to provide the services and that the hours seemed justified.

Carol also explained that the bookkeeping line would contract an outside company to perform the bookkeeping for the Library account. Jim Dick pointed out that currently the Library Director performs all of the bookkeeping, which takes away from her ability to perform other duties like collection management. Chris Hobby noted that using an outside company would also allow payroll to be met at times when the Library Director is on vacation.

Chair North asked if the computer software was just an annual fee. Marcia told her that it was, and Chair North was satisfied with the line item.

On the subject of step increases, Chair North said that the direction was not to include them in the FY20 budget. Jim Dick referred to the September 5, 2018 BoS minutes and noted that it said “justification for step increases”, and that in following the budget discussions with the other Departments, the Trustees were aware this was an issue. Chair North stated that the BoS was removing step increases from all Department budgets. She said that if she was asked to vote on whether or not to recommend the Library budget, she would have to vote “Nay” because of the step increases - since it wasn’t consistent with the other Town Departments. Carol stated that the Trustees would review the budget in light of the other Department budgets. Chair North thanked her for her cooperation.

Carol then brought up the issue of the recent grade increase for the Transfer Station Manager. Chair North explained the history of the position, and that the BoS is still making a few adjustments to some positions as to where they should fall on the pay matrix. She noted that this was different than providing merit raises - this was a carry over from the pay matrix implementation. Carol said that the Trustees understood and supported the move, but to be consistent the Trustees would be including a

grade increase for the Library Director in its revised budget submission. Jim Dick pointed out that the Library Director has the same responsibilities as the other Department Heads: a significant budget, supervisory responsibility for 4 personnel, a facility to manage, collection management, etc. Given the BoS position that Grade 15 was an appropriate “managerial” level, the Trustees believe that increasing the Library Director to a Grade 15 would be appropriate. Selectman Olmstead said that the BoS would be willing to consider that recommendation. Chair North stated that the Trustees should write up the request - citing the responsibilities and justification - and submit it with the revised budget input.

Carol also brought up the issue of the window sash repair, and the fact that the Trustees planned to include an additional \$1000 in the revised budget to cover the final repair. Chair North asked if the repairs needed to be done immediately. Marcia stated that the emergency repairs had stabilized the window for the winter, and that permanent repair would have to wait until a contractor with the right credentials for historic building preservation was available, Chair North stated that the Town should cover that repair (since at least part of it is external) using the Capital Reserve Funds - Town Building Improvement (DRA # 4915.100) budget. She stated that the Trustees could submit the request form to the BoS, who could authorize funds from the account. John Olmstead noted that repairs wouldn’t have to wait until FY20 -- the Trustees could submit the request whenever the right contractor was available.

There were no further budget questions. Chair North thanked the Trustees for coming to meet with the BoS, and stated that the BoS looks forward to working with the Trustees when the budget goes to the Budget Committee for their review.

Carol thanked the BoS for their support, and the Trustees adjourned at approximately 5:15 PM.