

Craftsbury Public Library
Board of Trustees Monthly Meeting
December 2, 2019
6-7:35 p.m.

Present: Polly Allen; Lise Erickson; Susan Flynn; Kristen Fountain; Jacob Fritz; Aliena Gerhard; Don Houghton; Ned Houston; Barb Strong; Saul Trevino

Absent: Susan O'Connell (librarian)

Next meeting: January 6, 2020

Approve minutes: Ned Houston moves approval of November's minutes; Aliena seconds. Unanimous approval.

Treasurer's Report: We received another \$10,000 from the Town Clerk. We are still owed \$5,000 which we will receive in the next couple of weeks. We received our first bill for our new bookkeeper's work. We are on track to have around \$7,000 remaining in the budget, allowing us to return \$5,000 to the budget. Our total expenditures are going to be around \$103,000. Kristen makes a motion to approve the report. Jacob seconds.

Vote on salaries and budget proposal: Lise went over the recommendations from the personnel committee. Polly asked how these salary increases compare to last year.

Lise reviewed the requirements for a full-time employee. One is that full-time employees be offered 40 hours per year of sick time off. This would be pro-rated for part-time employees. She is recommending time being offered unpaid but allow staff to make up the time by covering with each other.

Kristen asked in terms of salaries how we compare to other libraries in the area. Lise and Susan said we are at the median in terms of salaries, but do not offer benefits, unlike those libraries that offer comparable salaries. Saul asked what other libraries do in terms of benefits. Lise said primarily health care. Lise said this is going to be one of the main jobs of the personnel committee over the next year. The board generally agreed that coming up with a proposal we can get behind for benefits will be a goal for 2020.

Ned recommends we approve the recommendations on salary for the personnel committee. Saul seconds. Unanimous approval.

Aliena moves to approve the budget; Lise seconded. Unanimous approval.

Librarian's Report: Ned noted that Susan reported that there are 10 different town groups that use the library for meetings, which suggests our new space will be well used. There continue to be issues with people running their cars overnight in the parking lot. Lights within our neighbors houses is a problem. We need to do something in conjunction with the church about the configuration of our parking. An immediate response will be to put up a sign that says "No Idling".

Reports:

Endowment Committee: There was a report passed out about the endowment. There was a discussion about its status. Our Merrill Lynch representative would like to come up to visit with us. He will come up in the Spring from Manchester, Vt.

Nominating Committee: Aliena is asking the board to give a potential member some more weeks to consider whether s/he can join this year. We will revisit the appointment in January.

Expansion Committee: Ned reports that there has been a number of meetings. There was a very positive public meeting on Nov 21. There was a lot of interest and excitement, though conflicting input was given. One option we are considering now seriously is one that we hadn't thought of before, expanding to the west. We have sent a letter requesting a waiver of the requirements for a drinking fountain, mop sink and wider bathroom. Sandy is waiting for direction from us of what option to draw in depth, floor plan, elevation, section. Polly is working on an RFP to send out to builders and publicly. We want to get drawings done and contact builders soon. We also had an energy audit to prepare for the renovation.

Farewell Don: Ned offers formal thanks from the group to Don Houghton for serving 8 years on the board of trustees. Don said he has really enjoyed his association and is not walking away from helping with the library. He will continue to be active as a volunteer.