

CPL Minutes

November 30, 2015 4:30 p.m.

Attending : David, Cindy, Don, Lindsay, Pat

Cindy announced that Jan M. Wade graciously has decided to join the Trustees and attending members signed the petition to put her name on the ballot at Town Meeting.

Minutes from 10/26/2015 - Motions to approve - 1st, Lindsay, Don, 2nd Approved

Minutes from 11/2/2015 - Motions to approve - 1st, Lindsay, David, 2nd Approved

Treasurer's Report

The budget creation committee meeting was held earlier in the day with Cindy, Don, and Lindsay attending. The process was complicated by trying to anticipate health insurance and retirement benefit costs for the children's librarian position. Also, other costs have increased such as monthly copier expenses and garbage removal. Rug cleaning has been put off for some time and must be done next year. The air conditioner replacement and alarm system are also considerations. The committee decided to ask for an increase of \$4000.00 for the 2016 budget.

Motions to approve the proposed budget - David, 1st Lindsay, 2nd Approved

Cindy sent letters to 9 or 10 comparable libraries requesting information on pay scales for staff. She has received two responses so far.

Don said that under the Endowment line item in the Income portion of the budget, funds will come from interest and from the General Fund which has no restrictions. He also noted that more money was realized in interest earned this year than anticipated and that those funds will carry over into next year's budget.

Motions to approve report - David, 1st, Lindsay, 2nd Approved

Librarian's Report

A parking solution has been found for BOW III at the former Flexible Tubing building which will be the new town garage. The tires will also be stored there.

Spike is interested in the Bookmobile Coordinator position which is now vacant. He shows great promise in learning the needed skills. The only complication is ensuring that we retain the AmeriCorps position he currently fills.

Cindy has sent the annual appropriation letter to Sheffield. As requested, she created a report of borrower counts from the various towns served by CPL and asked if they should be included in the remaining letters that must be sent. The Board decided to revamp next year's letter content and asked Cindy to send the usual this year.

Applicants for the Children's Librarian position have not been strong. Ads in the "Caledonian" have not yielded good results. Lindsay said that "Seven Days" has an excellent employment section and would reach a wider audience. She also will contact the various VSC career service offices to notify them of this opening. Cindy is covering three upcoming Saturdays in the Children's Room and volunteers are helping fill in some of the gaps in programming.

Cindy noted that the appeal letter was sent and donations are arriving. The Board then discussed how to expand the mailing list to reach an even wider audience with special emphasis on younger people. The Board also brainstormed about how to get the word out more broadly about the wide array of services offered by CPL. Cindy said that CPL could accept online donations but Don will check with the Town for an opinion on this option.

The Windham Foundation awarded a \$5000 grant to the Library for bookmobile purposes.

The new interlibrary loan in-state courier service will be tried for two days a week. The cost will be \$1,170 plus the purchase of some cloth bags. A check has been received by the Library to support interlibrary loan costs in 2015/2016 and it will help with expenses. Mail service has slowed and this courier system is designed to speed deliveries.

Other Business

Our next meeting is scheduled for December 14, 2015 at 4:30 p.m.

Respectfully submitted,
Pat Webster