

Meeting of the Board of Trustees
Conant Public Library
February 6, 2012

Minutes

Quorum present: Meeting commences @ 7:09 P.M.

Members Present: Brennan, Carlin, Corvelo, Dwyer, Johnson, Campbell

Public Forum: None from Public in attendance.

Agenda: FY 2013 Budget

- Discussion of expectations for meeting with Finance Committee scheduled for 7:50 P.M. on 2/7/2012.
- Review of “Fin Com Library Budget Questions”
 - 1) “The heating line is up significantly and we have noted your footnote. Could you please bring some supporting data to give us a clear picture of the situation? Also we assume you are part of the bulk buy rate that Tom/Terri worked out.”
 - Library part of bulk rate bid contract.
 - Average usage 3,3000 gal.
 - N.B. Library began with empty fuel tank + increase in fuel cost
 - 2) Is the newly constituted Personnel Board in support of your Salary numbers in the new contract?
 - Previous Personnel Board approved salary increase
 - Documentation sent to A. Kumar for review
 - Library looking for support from new Personnel Board; as well as, guidance on procedures for addressing salary issue on “Town Warrant”
 - 3) Could you please be prepared to give us the minimum amount needed to be spent on the materials line to ensure we qualify for state funding
 - \$53,296

- actual budget request \$50,000
 - \$3,296 supplemented by Library
- 4) Please bring figures(current balances, past 3 years usage) for all Trusts, funds, etc. outside of the budget that are available for the library
- “Conant Public Library Spending From All Sources FY09” (07/01/08-06/30/09)
 - “Conant Public Library Spending From All Sources FY09” (07/01/09-06/30/10) and (07/01/10-06/30/11)
 - “FY 2009 Special Revenue Expenditures”
- 5) The new bequest is certainly a welcome addition to the mix! Could you please be prepared to discuss under what state laws, if any, you must operate manage these funds.
- In progress. Called MA Board of Library Commissioners (no reply as yet)
 - Worked with Town Treasurer
 - Discussions with Libraries from other towns
- 6) Are you and Tom Rutherford in agreement on capital/repair needs to be addressed in FY2013?
- Yes
 - Only issue is budget for lighting in the Children’s Room has not yet been resolved

The Library reaffirms its efforts in being financial responsible and cost effective. Factors to be taken into consideration during Budget development:

- Ongoing, increasing materials circulation
- Maintenance of level FTE
- 15% Increase in time facilities open
- Efficiency of library staff
- On average a monitored 230 patron, per day facilities usage

Adjournment: 7:57 P.M.