**Library Board of Trustees APPROVED April 8, 2022**

**Minutes -- Budget Work Session**

**Chesley Memorial Library, Northwood**

**Tuesday, March 22, 2022**

Attending: Betty Smith, Pat Vaillancourt, Janet Story Clark, Irene Kreider (alternate), Karen Riley (alternate), Donna Bunker, Library Director

The meeting began at 1:00 pm.

Election of Officers – This is the first meeting that has taken place since the election results were finalized and the newest member (Janet) has taken her oath at the Town Clerk’s office. A motion was made (Janet), seconded (Betty) and unanimously approved (3-0) that the following slate of officers be elected:

Chair: Betty Smith

Treasurer: Pat Vaillancourt

Secretary: Janet Story Clark

Paperwork & signing approvals

1. Library Director vacation request was signed off on by the board members.
2. The Board determined that the Memorandum of Understanding (MoU) for the Library of Things (LOT) would be signed by the Board and that the Chair is appointed to sign the MoU for the LOT grant. Betty signed the MoU.
3. Book Bins – The Board needs to write a check to pay the Friends of the Library for the two book bins plates purchased by the Board to honor the many dedicated volunteer hours provided to the library by Norma Heroux and Ann Kelly. Betty will do this today as she is still able to sign checks at the bank.
4. Checking account – Betty will get new signature cards at the bank so that the new signatories can be recorded.

The Budget – The major task today was to look at the 2022 budget the Trustees requested ($237,842) vs. what was approved by the Northwood Budget Committee ($212,842) vs. what the voters approved in the town budget for the library ($206,392). This figure is based on the default budget created in 2017 for the year 2018. A major factor that also has to figure in our work is the increasing heating oil costs since the budget was originally developed last October.

In order to reduce the budget, the following changes were made:

* The Director informed the Board that the Circulation System Maintenance costs came in at $1,000 less than anticipated, which was positive news.
* The HeatingOil/Propane line was increased by $1,015 to cover the increased costs based on our yearly usage and the night temperature in the library will be decreased to 60 degrees.
* The CD budget line was cut by $500.
* The DVD line was cut by $548.
* The book line was cut by $3,525.
* The museum passes line was cut to $0.00, a cut of $825.
* The proposed purchase of four computers for staff was cut to two, saving $2,000.

These changes to the budget took us down to the default budget of $206,392.

It was moved (Betty) and seconded (Pat) to make the above changes to the 2022 library budget. Motion carried with a vote of 3-0.

The meeting ended at 3:15.

Respectfully submitted,

Janet Story Clark

Secretary