**Library Board of Trustees APPROVED**

**Minutes -- Budget Work Session**

**Chesley Memorial Library, Northwood**

**Thursday, August 18, 2022**

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

The meeting began at 1:05 pm.

The Library Board met to start work on the budget to be submitted for 2023. It was noted that the current 2022 budget is the 5th default budget in a row, with the numbers originally prepared for the 2018 budget based on 2017 figures.

1. WAGES AND POSITIONS – As background it was pointed out that there are 15 payroll steps for every position. A Full Time (FT) position is 35 hours a week.

* Donna recommends that both the Assistant Librarian and Technology Librarian positions be made FT. The impact on the library, if we don’t do this will be a bare-bones staff requiring continued closures when there isn’t enough staff to provide coverage, along with the ongoing loss of staff as they move to FT positions in other towns.
* Some Board members believed that the Library Director position was now a salaried position. This is not the case. We believe that most other Director positions in the Town are salaried positions. Donna will check with HR to ask about the pros and cons of going in that direction. If the Director’s position is made salaried, it will be at LG 19 Step 10.
* The Board will be asking for the two FT positions. After research is done on the Director position, it will be determined how to move forward.
* In the future, Donna believes that adding two new positions, a Program Coordinator and a Youth Librarian, would greatly benefit the library and the community.
* Irene will add benefit numbers to the spread sheet.
* A written invitation will be sent to the Board of Selectmen inviting them to the Library’s Open House on September 17 between 10:30 and 12:30.

1. TELEPHONE – The line will be increased to $90.00/month.
2. INTERNET – The line will be increased to $55.00/month.
3. ELECTRICITY – We need to see the August invoice to know what this increase will be.
4. OIIL/PROPANE – We use about 950 gallons of oil per year. Donna will check with the Town to see if there is a contract.
5. MAINTENANCE – Changes are: delete the funds for Book Return as that was purchased last year; increase the Fire Extinguisher Maintenance line to $200; and change JP Pest to KG Pest at a cost of $780.
6. LEGAL – Donna will contact Walter, Town Administrator about the cost of reviewing our newly adopted Personnel Handbook.
7. CONTRACTED SERVICES – Under this line, we looked to identify items we might present to the Friends of the Library for funding. Items totaling approximately $2,500.00 were identified.
8. BOOKS, PERIODICALS, ETC. – This line will increase to $24,926.00 to cover the increase in our participation in the Audio/Ebook Consortium.
9. EQUIPMENT PURCHASE – After discussion, it was determined that we should put in for 2 new staff computers and rotate out the oldest computers out for public access. This action will cut this line by 50% in 2023.
10. OTHER LINES – Stay the same.

Meeting adjourned at 12:10 by consensus.