**Library Board of Trustees APPROVED**

**Minutes -- Budget Work Session**

**Chesley Memorial Library, Northwood**

**Wednesday, September 14, 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 9:04 am.

The Library Board notes that the current default budget continues to be a challenge in providing services to our patrons and the community. Our first issue dealt with was staffing/positions /salaries. The Library continues to face periodic closings due to lack of staff and finding qualified candidates to fill part-time positions with no benefits becomes harder and harder..

The information below contains the changes made at this meeting. Previous changes are contained in the August 18, 2022 minutes of the Budget Work Session.

1. WAGES, BENEFITS AND POSITIONS, Budget lines 4001-4105 – After much discussion, the following will be placed in the budget:
   1. Library Director position: We recommend making this a salaried position at Grade 19, Step 10. It is currently an hourly position at Grade 17, Step 9. Several Town department heads are salaried. Throughout the State, salaried Library Director positions are more sought after than hourly positions. Turnover in hourly positions seems to be increasing.
   2. Assistant Librarian and Technology Librarian positions: We recommend making both of these positions full-time (35 hours per week). Currently, they are both part-time, 30 hours a week positions. This will make both of these positions eligible for benefits. The Library has faced a very difficult time filling part-time positions with no benefits over the last few years and we believe that good employees will be lost in the future if the positions remain part-time.
      1. We acknowledge that these changes will increase the library’s budget in these areas but strongly believe that this step must be taken if we are to attract and retain qualified, adequate staffing to provide services to the community.
      2. The proposed total for Salaries and Benefits will increase to $214,817.11.
2. SUPPLIES OFFICE, Budget line 4500 – Due to increasing costs of printing supplies, an additional $200.00 was added to this line. The total for this line is now $3,169.00
3. EQUIPMENT PUCHASE, Budget line 4602 – Rather than updating 4 staff computers at a time, we propose to update 2 in 2023 and 2 in 2024. We will also watch to see the demand on the Public Access computers and will look to replace those as needed.
4. PROGRAMS, Budget line 4900 – This line was increased by $200 to $2,325.00 to cover increasing costs. The explanation “Library Passes” will be changed to “Museum Passes” to more accurately explain that line.

It was Moved/Seconded (Janet/Pat) to accept changes made to individual lines of the budget, which encompasses changes made at August 18, 2022 previous work session. The motion Passed.

Meeting adjourned at 10:30 a.m. by consensus.