

ANNUAL MEETING
DEBORAH RAWSON MEMORIAL LIBRARY
January 17, 2019

Board of Trustees Attending: Joann Osborne, Jericho, Chair; Carolyn Greene, Underhill; Bill McMains, Jericho; Sven Lindholm, Jericho; Connell Gallagher, Underhill; Kristie Kapusta, Underhill; Laura Wolf, Underhill
Library Director: Holly Hall

Called to Order: 7:00 pm

Ms. Osborne introduced the Board of Trustees members and the library director.

Article 1. Election of a Moderator.

Dave Osborne nominated Dan Manz. No other nominations were made and the clerk was instructed to cast a single ballot for Mr. Manz.

Article 2. Act on the Report of the Trustees.

Motion made by Jean Archibald and **seconded** by Nancy Gallagher.

Mr. Manz called for a vote on the motion. **Vote: Motion passed unanimously with no comments.**

Article 3. Shall the District authorize the Trustees to borrow money for the temporary needs of the District?

Motion was made by Devena Fifield and **seconded** by Barb Adams.

Ms. Osborne explained that this was for the purpose of cash flow.

Mr. Manz called for a vote on the motion. **Vote: Motion approved unanimously with comments as noted.**

Article 4. Adoption of a budget.

Motion was made by Dave Osborne and **seconded** by Nancy Gallagher.

Ms. Fifield asked if the contingency fund was a proportion of the budget or a consistent number every year. Ms. Hall answered that it was consistent every year and is only for emergencies. If not used it is part of the carryover and credited back to the taxpayers. There is a capital improvements fund in the budget for future improvements to the building such as a new roof.

Ms. Archibald noted the salary increase was 4.49% in total and seemed to be a small amount for seven people. Ms. Hall answered that it was actually 5.5% and is part of a plan to increase the salaries over time to a minimum of \$15.00 per hour. This budget increased the minimum to \$14.00 per hour and is proportionate to the amount of time working at the library. The base is currently \$13.00 per hour and others receive more.

Ms. Gallagher asked how the salaries compared to other libraries. Ms. Wolf, the library treasurer, answered that it is low for some positions but for clerks is comparable to other libraries. The Board of Trustees approves the salary range based on a report from the three-person Personnel Committee. Ms. Osborne pointed out there are other committees of the Board, including Capital Improvements and Fund Raising. The library director serves on all the committees.

Ms. Gallagher asked if the special events to raise funds made a good income. Ms. Osborne answered they had but the total was lower than last year. Ms. Hall explained this was due to the fund raising letter was delayed last year and went out in the following fiscal year when the income from this effort will be reported.

Ms. Adams asked why the budget was less this year than last year. Ms. Hall answered this was due to variations in things such as technology purchases and cost of utilities.

Mr. Manz called for a vote on the article. **Vote: Motion passed unanimously with comments as noted.**

Article 5. Other business as thought proper when met.

Ms. Adams asked if the library was planning to move to the ID school. Ms. Hall answered no. She explained that when the merger agreement for the school was adopted is specified that should the school close and not use the building for other purposes by the school district it would be sold to the library for \$1.00. The school district has decided to use the school for other purposes so it will not be sold to the library. The library will be developing a new strategic plan based on this information.

Ms. Archibald noted the large room at the school is not being used and suggested the library ask the school if the library could use that space for special events. Ms. Hall answered that the library already uses that space, especially for large draw special events.

Ms. Osborne noted there is currently insufficient parking resulting in inconveniences and disruptions to some library events.

Ms. Adams commented the small island beside the library can't be seen when covered in snow and is a hazard. Ms. Hall stated that Ms. Adams should speak to the school Superintendent about providing signage.

Mr. Gallagher announced the library will be hosting a wine and dessert event as a fundraiser on March 23, 2019 from 7:00 pm to 9:00 pm at the library.

Ms. Adams announced the Jericho Town Library will be hosting an event on February 16. They will have a story telling time with Bill Torrey at the Grupe Gallery from 2pm to 4pm.

Motion was made by Ms. Adams and **seconded** by Mr. Gallagher to adjourn the meeting.

Mr. Manz called for a vote. **Vote:** The motion passed unanimously without comment.

Mr. Manz closed the meeting at 8:30pm.

Respectfully submitted,
Bill McMains
Secretary