

**Approved March 1, 2016**

**Island Free Library**

**Board of Trustees Meeting**

**January 26, 2016**

**Trustees Present: Charlotte Herring, Shirlyne Gobern, Gloria Redlich, Tracy Heinz. Absent: Lisa Nolan and Connie LaRue. New Trustee Judy Fucci joined the meeting late as indicated. Also Present: Library Director Kristin Baumann. Administrative Assistant Heidi Tarbox joined the meeting via teleconference.**

**Chair Charlotte Herring called the meeting to order at 4:15 p.m.**

**Public Input: None.**

**Correspondence: The Trustees received a nice thank you note from Judy Mitchell acknowledging her holiday gift.**

**Approval of Minutes: Upon a motion by Gloria, seconded by Tracy, and voted 3-0 (with Charlotte, Gloria and Tracy voting, and Shirlyne abstaining as she had been absent) the minutes of December 15, 2015 were approved as presented.**

**Treasurer's Report: There was no report, but Charlotte reported that she opened a new checking account and deposited the \$30,000 grant**

from the Champlin Foundations, to be used for expenses related to the front entry project. The \$25,000 bequest was received from the Estate of Aloyise Pomeroy. This was deposited into the Money Market Account until the Trustees decide how it should be used. The balance of that account is now \$54,309. A deposit of \$10,000 was paid to Brennan Builders to begin work on the entry project. Since the Champlin grant had not yet been received at that time, this was paid from the Checking Account. Charlotte will transfer funds from the Champlin Account to reimburse the Trustees' Checking Account. That will bring the balance in the Trustees' Checking Account to \$21,292. There was no change to the Henault Fund, with a balance of \$1,682.

**Standing Committee Report: Building & Grounds:** Shirlyne spoke with Joe Brennan today, and he said that the door has been ordered, and will take 6-8 weeks to come in. Meanwhile, the project is on schedule for completion by mid-April. Marc Tillson had a question that had to be addressed by a structural engineer. Architect Glen Fontecchio recommended one, and the question was answered promptly. Charlotte noted that floor treatment and lighting should be discussed at the next meeting. Kristin said she would talk with electrician Tammy Tyler to ask for ideas and costs for lighting.

Kristin asked about the role of Facilities Manager Sam Bird, since this project is being funded by the Trustees. She was unsure about the chain of communications regarding the project, and is anxious to know pertinent details, such as how long the front entrance will have

**to be closed to the public during construction. She was assured by the Trustees that she is authorized to contact Brennan as needed.**

**[Judy joined the meeting at 4:40 pm]**

**The Friends will be contributing \$10,000 toward the project, and would like their funds to cover the patio, which will be dedicated in memory of Herman and Doris Hassinger. Charlotte agreed to make some inquiries to get that portion of the project moving.**

**Before proceeding to other agenda items, Charlotte welcomed new Trustee Judy Fucci to the Board.**

**Operating Budget Request: Charlotte noted that she and Kristin plan to meet with Town Manager Nancy Dodge to discuss re-structuring library staff jobs and job descriptions, which will affect salaries, and the salaries, benefits, and payroll tax lines. Kristin is contemplating replacing the vacant full-time position with**

**two part-time (20 hours per week) positions, with single benefits. The job descriptions (and corresponding “grades”) for existing staff may change, with increased supervisory duties, which would necessitate higher wages. Charlotte, Gloria and the other Trustees were supportive of these changes.**

**The Trustees and Kristin went through the remainder of the budget**

line by line, making adjustments as needed: Education/Training \$1,000 (no change); Travel \$500 (no change); Dues/Subscriptions \$200 (no change). Kristin noted that the State Library organization has paid for these in the past, but there is no guarantee this will continue. Postage/Freight \$6,500 (no change). This covers taxi and airline delivery of interlibrary loan materials. Electricity \$35,000 (reduced by \$3,000). It was noted that the new Fresh Air Intake installed last year has reduced the need for air conditioning, which has contributed to a significant decrease in electricity costs. Fuel Oil, Water and Sewer: The Trustees decided not to change these lines, and to leave the decision about whether to change those figures up to the Finance Director. Security: This is a new line this year. The figure is currently \$0. Data Processing/CLAN was increased by \$500 to \$26,500. The Supplies line was increased by \$4,000 to \$12,000. Kristin noted that she has been sending some of the invoices for supplies to the Town, so she would like to increase the Library Budget figure to reflect actual costs. The Books figure of \$15,000 was kept for this year; with Kristin suggesting that this should be increased slightly beginning next year. The Magazine Subscriptions line was increased by \$1,000 to \$4,000 to reflect increasing costs. Audio-Visual was reduced by \$500, to \$5,000. Building Maintenance was kept at \$32,500. Kristin noted that the annual maintenance contracts for the HVAC system has been working out well. The Town cleaning contract is part of this figure. Grounds Maintenance was kept at \$5,000. This includes the Town mowing contract and gardening. Equipment Maintenance was left at \$6,000. This line covers maintenance of the

**Library's elevator, which is under a quarterly maintenance contract. Copier Lease was kept at \$2,124, which is the amount of the lease for the year. Upon a motion by Tracy, seconded by Charlotte, and voted 5-0, the Trustees voted to submit the operating budget for FY 2017 as discussed, and to authorize Kristin to work with the Town on staffing and other figures.**

**Town Council Memo Requesting Library Goals: A memorandum was received from the Town Council asking for a written list of the Library Board's goals and concerns during the next 6 months. After receiving responses, the Council may set up a meeting to discuss these with the Board. The Trustees discussed goals and concerns through the summer, and identified the following priorities: (1) Complete the front entry project; (2) Address issues with the back entry, including the steep grade and need for a handrail. Kristin noted that she has been exploring working with Iron Works of Providence on a handrail solution. (3) The Trustees noted that they support the notion of working toward better staff retention and fair compensation, including Kristin's initiatives about re-structuring staff. Upon a motion by Gloria, seconded by Judy, and voted 5-0, the Trustees voted on the three goals above, and authorized Heidi to draft a memo to the Council detailing those for Charlotte and Kristin to review and submit.**

**Election of Officers and Appointment of Standing Committee Members: Upon a motion by Gloria, seconded by Tracy, and voted**

**5-0, the following slate of officers was elected for 2016: Chair: Charlotte Herring; Vice Chair: Connie LaRue; Treasurer: Judy Fucci; Secretary: Shirlyne Govern. Upon a motion by Charlotte, seconded by Shirlyne, and voted 5-0, the Trustees adopted changes to the Standing Committee appointments, with Judy appointed to the Personnel and Policies Committee, and Shirlyne taking over as Chair of the Building and Grounds Committee. Heidi will distribute an updated list.**

**Library Director's Report: Kristin reported that (1) there are several applicants for the two part-time positions, and she will be conducting interviews soon. (2) She asked the Trustees if they would be willing to share the cost of replacing carpeting in the Children's Activity Room. A deposit of \$4,400 is needed now. She will ask the Friends to cover the remaining \$3,000. The estimate is \$7,400 for the project. Due to dampness in the downstairs room, the plan is to remove the existing carpeting and replace it with linoleum. This will expand the types of activities that can happen in the Children's room, including messy**

**ones like painting, and hopefully cut down on mold and mildew issues. Area rugs will also be purchased, which can be rolled up during crafts. Upon a motion by Charlotte, seconded by Shirlyne, and voted 5-0, the Trustees authorized the expenditure of \$4,400 toward a new linoleum floor for the Children's Activity Room, subject to Kristin notifying the Town Manager of the plan and obtaining a contract from the company.**

**Since several of the Trustees will be away in February, the group decided to reschedule the February meeting to Tuesday, March 1st. This will take the place of the February meeting, and they will meet again on March 22 for the regular March meeting.**

**Upon a motion by Charlotte, seconded by Gloria, and voted 5-0, the meeting adjourned at 5:50 p.m.**

**Respectfully submitted,  
Heidi Tarbox  
Administrative Assistant**