

## Norwich Public Library Board of Trustees Meeting Minutes

Monday Sept. 24, 2018

**Attendees:** Demos Sofronas, Penny McConnel, Stephanie McCaull, Manu Tesone, Leslie Rimmer, Jane Ackerman, Pam Miles, Kathy Parsonnet, Lucinda Walker, Karen Harris

**Absent:** Mark Lilienthal, Terri Ashley

Call to order at 7:08

**Secretary's Report:** Review and approve previous meeting's minutes of July 23, 2018.

Approved

**Treasurer's Report:** Review financials.

- We are on track with where we are expected to be. We are ahead of budget for the year for Community Room donations. Much of this can be explained by the renting of the community room by more people. Charge \$25/hr for for-profit groups, free for non-profits. Discussion of financials will be postponed to next meeting, as we didn't have on hand the latest figures.

**Committee reports** (10 minutes)

- *Building and Grounds:*
  - Lucinda reported about the water in basement issue. Discussed with contractor. No apparent damage. May have something to do with chimney. Rather than investing in digging up and dealing with foundation, looking at installing sump pump to deal with it if/when it happens, as it is unpredictable.
  - Garden is finished. Five benches (weather and winter-resistant) ordered. Looking at either Sunday Oct 7 or Saturday the 13<sup>th</sup> to have an informal welcome and reception.
- *Special Events*
  - Board and staff get together. Tentative date Wednesday Oct 24<sup>th</sup> at 5:45 pm at the Norwich Inn. Mark not here to confirm; Jane will follow up with Mark and take care of details, as needed.

**Friends of the NPL Report** (Margo Nutt's report to Lucinda)

- Soup and bread luncheon at the Grange on Oct 6<sup>th</sup> midday.
- Interested in inventorying old and potentially valuable items in the library and NPL items at the Historical Society (e.g., clock, vases, paintings and artwork). Discussion regarding provenance and what to do with them once we get the information.

**Librarian's report**

- Christian Science Monitor wrote an article (August 7) on the NPL. Will provide a link
- Still looking for someone to replace Jillian.
- Lucinda described the "Stuffie sleepover" that Beth does for the kids.

**New Business**

- *Review of Board's work calendar:* Karen and Lucinda put together a calendar of what happens, when, and what committees are involved in tasks during the course of the year.

- Added Budget Review for March and Plan for Annual meeting for February. Will revise the board calendar.
- *Personnel Committee work:*
  - Lucinda reviews staff, Historically, Board does Lucinda's review in the fall, led by the Board Chair. Karen suggested that Personnel Committee do this work. Stephanie will coach the Personnel Committee as to the process. Kathy, Leslie, Manu, Penny, Stephanie, and Karen will plan to meet soon.
  - The timing of the review should be revised to align with timing of raises and budget planning. Suggested it be done in April or May, so that active Board/Committee members can provide input.
- *FY20 Draft budget discussion*
  - *Description of budget process*
    - Timing starts early because need to submit The Ask to Town the by October.
    - Lucinda develops the budget for the following year (e.g. 2020) based on projected needs. Select board asks town agencies to come to December 5 meeting (first Wednesday) and present the request and argument for why we are asking.
    - What should our ask be? What is our wish list? Do we have separate line items for capital projects (e.g. re-doing the children's room, capital fund). See discussions, below.
    - Demos suggested that we be careful about how much in addition to last year's budget we ask for, as the Select board will be doing an exercise regarding Town departments and cutting their budgets.
  - *Discussions*
    - Amount of town appropriation: Board needs to approve the Ask. History of town votes for our Ask shows very high approval rate (8:1). Discussion as to how strong we should be in the Ask – balancing the responsibility to the community, our responsibility to the library, and the need to assure a successful vote. 70% of the NPL budget is supported by the town.
    - Discussion regarding asking for a separate appropriation for capital reserve for B & G projects (painting/new carpet). We need to retain the existing funds in the Reserve as a rainy day fund.
    - Discussion of operational funds; Manu brought up the need to keep a cushion to be able to meet library's personnel needs. Should we increase the budget by 3-5% rather than 2.1%?
    - Board agreed that the town ask will \$283k for Operating Expense and an additional ask of \$50K for "Non-recurring maintenance."
  - *Next steps & deadlines*
    - Next meeting we will discuss the actual FY 2020 budget.

### **Upcoming**

- Next meeting – need to change meeting date due to Lucinda's schedule. Would Monday Oct. 15<sup>th</sup> work? Lucinda will send out a Doodle poll to find a workable date.

Adjourned at 8:50 pm.