

Wethersfield Library Board Minutes of March 23, 2004 Meeting

Members present: Donna Brown, Greg Curtin, Lucille Domick, Susan Grady, Eugene Grayson, Brad Milvae, Polly Moon, Karen Mortensen, Lucille Plouffe.

Also present: Laurel Goodgion, Library Director; Elaine Zieller, Office Manager; Christine Fortunato, Town Council Liaison; Jane Sjoman, Friends of Wethersfield Library.

Chairman Greg Curtin called the meeting was called to order at 7:07.

I. Other items for the agenda.

Greg requested that the Board to begin to give consideration to the upcoming election of officers for the new fiscal year.

II. Public comment. None.

Christine Fortunato arrived at 7:10 p.m.

III. Approval of [minutes of February 17, 2004](#).

Donna Brown moved that the minutes of the February 17, 2004 meeting be approved as corrected. Lucille Plouffe seconded the motion. All voted in favor.

IV. Town Council Liaison report.

Christine Fortunato reported that the Town Council approved the architect's proposal to estimate the cost of making repairs at Town Hall and the library. On March 24th the Council will hold its first budget meeting. Council has received the budget recommendations and Christine will advocate to Town Council for the needs of the library. The Board of Education budget has been reduced from a 9.9% increase to an 8.7% increase.

Greg reported that he will meet with Mayor Russ Morin to discuss library issues at the Mayor's office hours on March 25th.

V. Director's Report

Polly Moon inquired about when the library is closed and staff come in to empty the book drop; how long do they stay and are they compensated. Laurel said that staff stay about three hours to discharge the books and do some shelving. They are paid.

VI. Financial Report

A. Operating budget

Laurel distributed the-year-to-date report on the operating budget. Laurel explained that she had requested transfers to various accounts but that the town finance staff has not yet had time to make the transfers. Without considering the benefits account, the budget is about 78% expended.

B. Trust funds

Laurel distributed the latest Trust Fund report from the Finance Department. Laurel was asked where the \$50,000 was that the Library Board had transferred from the Trust Funds to the Building Fund two years ago. She indicated that she would request a statement on those funds.

Laurel mentioned that any funds requested for library salary increases are contained in the library's budget request and impact the bottom line, therefore contributing to the amount of the percentage increase that the library is seeking. In other town departments, the funds for union-negotiated salary increases come from a separate account and do not contribute to the percentage amount of the department's budget request.

VII. Friends of the Library report

Jane Sjoman passed out copies of the Friends financial report as of March, 2004. Library Board members wanted to know if they were members. Jane suggested that they call Jennie McIntire. Jane was asked when the Friends annual meeting is held. It is held in September. Jane asked Greg if he would write a letter requesting that the Friends donate \$1,000 to cover the cost of the CD cases being used in the CD reclassification project. Gene Grayson commended Jane on her excellent work on the CD project. Laurel said that a person comes from Simsbury to use the CD collection.

VIII. Chairman's report

No report.

IX. Old Business

A. Community Connections.

Lucille Plouffe is trying to gather advocates for the library to attend the budget hearing. Lucille asked Board members to give her names of people who would be willing to support the library. The budget hearing will be April 26th at 7 p.m. at the High School.

Lucille also reported that she had attended the Friends Board meeting today. As part of her presentation to that group, she reminded them of the importance of their support at the upcoming budget hearing and asked that they participate by attending the hearing and encouraging their members to do the same and also speak up.

B. Policies

a. Cooperation with other libraries. *Vote required.*

Susan Grady moved and Donna Brown seconded that the proposed policy on Cooperation with Other Libraries be approved. All were in favor.

b. Conflict of interest. *Vote required.*

Donna Brown moved that the proposed policy on Conflict of Interest be approved as revised. Polly Moon seconded the motion. All were in favor.

c. Web site links. *Vote required.*

Gene Grayson moved and Lucille Plouffe seconded that the proposed policy on Web Site Links be approved. All were in favor.

d. Library Bylaws. *Vote required.*

There was a discussion on how the limit on terms would affect Board members now serving. Gene explained that the number of terms would begin to be counted the date that the policy is approved. Brad asked how a partial term would be treated. Laurel said she didn't think that should count as a term. Christine Fortunato said that the Library bylaws need to conform with the town charter and suggested that the town attorney review the bylaws.

Donna Brown moved to approve the revised bylaws, contingent upon their review by the town

attorney. Lucille Plouffe seconded the motion. All were in favor.

C. Proposed operating budget.

Laurel reported that she had met with the Town Manager regarding the proposed budget request.

X. New business

A. Renovation report.

Laurel reported that she and Susan Grady had attended the State Library Board meeting on Monday, March 22nd to formally request a one-year extension on the library's construction grant. The request was approved. Without the extension a contract would have to be signed with a construction company by April 24th of this year.

The Town Council has asked the architect to look at the entire building to see how much money it will cost to fix the building properly.

B. Salary schedule.

Laurel presented the proposed salary schedule to the board along with her goals for the salary schedule. Laurel reminded the Board that to this date there have been no general salary increases. Laurel said that it had been her hope, when she developed the salary schedule last fall, to make it retroactive to July 1st. Unfortunately in October, when she presented the salary schedule to the Board, there was not enough money in the salary account to fund the schedule. The Board decided to wait and see if the schedule could be implemented effective January 1st. However when the topic was discussed at the December Board meeting, there were still not enough funds. The topic was tabled again for review at the March meeting with the hope that the schedule could be implemented for the 4th quarter.

Laurel reported that she has retooled the proposed salary increases and that they can be achieved for \$6,500 if they take effect April 1st. There are no across-the-board increases. The intent is to implement a salary schedule where none is in use now in order to address the inequities that have been of concern to Laurel. This project has been one of her key goals.

Staffing is so tight that if a full-time staff person is out on leave for more than a few days, substitutes must be hired to cover many of the public desk hours. Since full-time staff receive paid leave, we are in effect, paying double. This takes a toll on the salary account and has accounted for inability to implement the planned-for salary changes.

Polly suggested that in the future it would make sense to budget separate funds for substitutes. Laurel agreed and said that could be included in the 2005-2006 budget proposal.

Gene Grayson moved that the salary adjustments covered in the proposed salary schedule be approved, effective April 1st. Brad Milvae seconded. All were in favor. Susan Grady moved that the salary schedule be approved. Gene Grayson seconded the motion. All were in favor.

Laurel distributed the staff organization charts prepared by Elaine. The charts include the names of staff, as board members had requested. The number of hours each part-time staff person works per week was also provided.

Polly asked why we don't provide benefits for part-time staff. Laurel said that the library personnel manual states that there are no benefits for part-time staff. Laurel said she would like to provide benefits for staff that work 20 hrs. a week or more but the cost was too high to include in this very tight budget year. Benefits for one person cost \$7,500 or more. However, this is a future goal.

C. Legislative links.

Board members were linked with members of Town Council. Laurel said she would notify them of the schedule of Mayor's office hours so they can meet with their links and provide them with information about the library.

D. Set date for special Board Meeting

A special Library Board meeting will be held on Tuesday, April 6th at 7 p.m. in the administrative office to prepare for the hearing on the library budget.

XI. Adjournment

Donna Brown moved that the meeting be adjourned. Brad Milvae seconded the motion.

All were in favor.

The meeting adjourned at 8:50 p.m.

Pauline Moon,
Secretary