

Weathersfield Proctor Library Trustees
Meeting Minutes
Sunday, January 14, 2018 at 1:00 PM
5181 Rte. 5 Ascutney, VT
Approved: January 18, 2018

Attendance Trustees: Chair-Rick Bates, Vice Chair-Cindy Osgood, Secretary-Anne Parent, Nancy Nutile-McMenemy, Mavis Shand
Library Director (LD)-Mark Richardson; Fundraising Committee: Cookie Shand (absent)
Board Liaison for Construction Project: Ernie Shand (absent)

I. Call Trustee Meeting to Order-1:02 p.m.

- a. Corrections and additions to the Agenda - None
- b. Comments from the Public - Please note that Nancy (Trustee) requested to comment during this portion of the agenda.
 - i. Nancy Nutile-McMenemy (Nancy NM) objected to this Special Budget meeting. There is no reason why two Special Meetings needed to be called to finalize the FY2019 budget. The Trustees asked for a clean copy of the budget to be presented to the Trustees for their regular monthly meeting on Dec. 21, 2017. That did not happen.
 - ii. The Trustees called for a Special Meeting to take place on Jan. 3, 2018. Again a clean copy was not presented to the Trustees in time for Trustees to review the budget. Nancy NM had to generate a budget worksheet for the Trustees and asked the town manager for adjusted benefits numbers for the increased salary for the library director. These numbers were provided after the Special Meeting of Jan. 3 adjourned.
 - iii. Upon reading the online minutes of the select board's meeting of Jan. 8, 2018. Nancy NM informed the board that the Trustees were to present a final budget to the select board on Jan. 15, 2018.
 - iv. Another Special Meeting was called for the Trustees to finalize the FY2019 budget on Sunday, Jan. 14, 2018 at 1 p.m.. Adjusted budget figures were received from Chair Rick Bates via email Jan. 13, 2018 at 11 p.m.

II. New Business:

- a. Budget adjustment for 2019 fiscal year (see attachment). Cindy made motion to adjust account number 13-6-101-01.00 (Library Tax Revenue) to \$126, 648. Anne seconded. Discussion followed & trustees decided to withdraw motion due to the delta in Library Director Wages informing the adjusted Library Tax Revenue. Cindy withdrew the motion on the table and Anne seconded the withdrawal. Nancy made motion to approve Librarian Wages (account number 13-7-101-10-10) of \$45,478 (increase from \$34,207) for FY 2019. Mavis seconded and as part of the discussion Nancy made the following comments: Nancy

Nutile-McMenemy objects to the increased salary for the library director because:

- i. The increased salary was presented to the Trustees by the town manager and was not negotiated by the Trustees.
- ii. The Trustees oversee the library budget and this increase in hours and hourly rate was not discussed among board members prior to the Dec. 11, 2017 meeting with the town manager.
- iii. An updated job description for the library director was not presented for review.
- iv. The additional eight hours of time for the library director has not been clearly defined and when asked the town manager referred to the library director taking on jobs "for the town that he (the town manager) no longer has time to perform." Will the town manger be supervising these eight hours or will the Trustees? If the town manger wants the library director doing town business during these eight hours, these hours should be in the administration budget not the library budget.
- v. A 32.9% increase is not fiscally responsible. I understand that the FY2018 line item for librarian wage was incorrectly written in the town report. But the \$34,207 amount was what the taxpayers voted on, therefore the percent increase should be based on this number. The library director did not express to the Trustees (who oversee his position) that he wanted to increase his hours and hourly rate. This discussion should have taken place at his annual review in June of 2017.
- vi. A step increase/increase in hours should be implemented over time to bring the library director up to this wage, if this is the wage that Trustees believe the library director should be paid.

Chair Rick relayed that discussion did occur between he and the Library Director regarding compensation shortly before the 12-17-2017 meeting. Anne relayed that in her role as co-chair of the search committee that interviewed the Library Director, Mark (as an applicant) communicated that he would not be able to remain in a part- time position indefinitely. Anne further relayed that, as a trustee, she was concerned about retaining a qualified director with the current schedule & wages. The turnover is very high and recruitment is challenging as compared with other area libraries. The facility of the library has been greatly improved and it is now the time to create a structure to retain and attract personnel. Nancy relayed that she has received numerous phone calls and emails from individuals who are concerned and angry with the increase. She further clarified that she may be receiving this feedback in her role as blogger/reporter and not as trustee. Mavis noted that Nancy is wearing two hats in this situation and the time has come to put the increase in budget proposal to a town vote. Mavis further commented that ideally more time should have been spent prior to the proposal to refine and revise the Library Director job description. Cindy agreed with this notion and noted that the proposed change in structure would not occur until July 1, 2018, allowing for time to work on edits to the job description (to include clarification of Trustee oversight/detail of new tasks and to ensure work supports the mission of the Library.) Trustees agreed to

put this task on future meeting agendas and to start this work asap. Chair Rick called for a vote on the motion. Cindy, Anne, & Mavis voted yes and Nancy voted no. Motion carried.

Nancy made motion to approve FY 2019 budget of \$128, 448. \$126, 648 of the \$128, 648 to be raised via taxes. Mavis seconded and as part of the discussion Nancy made the following comment:

Nancy Nutile-McMenemy objects to approving the FY2019 budget as presented on Jan. 14, 2018 because a 16% increase is fiscally irresponsible. The taxpayers elected the Trustees to oversee the money they approve at town meeting to be spent in a fiscally responsible manner. Increasing the budget 16% in a year were inflation is running under 2% is wrong.

Chair Rick called for a vote on the motion. Cindy, Anne, & Mavis voted yes and Nancy voted no. Motion carried.

b. Candidates for Trustees: Potential Trustee has withdrawn petition for consideration. Chair Rick has talked with another individual who is considering the post. Petition must be in by January 29, 2018 with a minimum of 25 signatures.

III. Adjourn Nancy made a motion to adjourn at 1: 52 p.m., Cindy seconded and all voted in favor.

For Next Meeting:

Review & Revision of WPL employee job descriptions
Update on New Addition
Update on Town of Weathersfield Library Web page
Budgeting for FY 2019 - Next Steps/update from Selectboard Meeting
Update The Greenbush Arts: At the Crossroads of Innovation event

Important Dates:

January 18, 2018 - Monthly Trustee Meeting
February 15, 2018 - Monthly Trustee Meeting
March 3, 2018 - Town Meeting Day
May 18, 2018 - Vermont Library Association Meeting
Spring 2018 - Greenbush Art Event

Submitted by Anne Parent
WPL Board of Trustee Secretary January 16, 2018