

Unapproved Minutes
Fairfax Community Library Board of Trustees
September 8 2016

The meeting was called to order by Chair Pat Gallant at 6:30. Present were Pat G, Patti R. Kyle Metayer, Liz Griffin, and Janel Gamm.

There was no public input.

The minutes of the 8/11/16 meeting were reviewed. A motion to approve was made by Liz and they were approved.

The treasurer reported that the checking account has \$237.62, and the savings \$4320.41. His report was accepted.

Email correspondence was received.

The Select Board accepted our budget proposal as stated in the minutes of 8/11. To wit: A motion was made by Kyle that the treasurer write to our selectboard liaison, Lauri Fisher, regarding adding more Library Assistant hours to the library staff, as outlined by Debbie L. in a presentation she gave to the trustees. The change would add 2.5 hours a week for 19 weeks (ending 12/31/16) at a total cost of \$665 as well as the town's portion of social security, etc. These hours would be used to help provide public staff coverage during all open hours. It was approved. The salary will come from existing library budget and the SS. etc from the town general fund. Funds will be underspent in other lines of the library budget to make this budget neutral for 2016.

In a further email we have been told that the Selectboard would like to receive a pre-budget document from us by October 3, 2016

A motion was made by Debbie to approve her proposal in regard to a change in the library hours. The motion was approved

Since there is \$1200 in the technology budget at this point in time Debbie recommended that the additional funds needed to pay for the extra hours come from this line item.

New Business

The mandatory paid sick leave law will go into effect 1/2017, and will apply to Lara. It was recommended to list the five reasons for taking accrued paid sick leave that is found in the law into the library's personnel policy.

Debbie reported that the postage budget will exceed the amount budgeted for 2016. We have been spending about \$60 a month on postage.

There will be a Joint Board meeting in October. The only two items the trustees currently have is the status of repair/replacement of the blinds, and hearing any policy updates that might be relevant to the workings of the library.

This year's budget will begin January 2017, and continue through the end of June 2018. This presents many challenges especially since some subscriptions for the library must be paid on a yearly basis. Further, salary increases for staff will begin 3/2017, and won't occur again until July 1 2018.

The library will follow the town's lead in budget planning for salaries/raises regarding how to do an 18 month budget. The trustees will meet on 9/22 at 6 PM to begin to work on the minutiae of the library budget.

The meeting went into executive session at 7:33 to discuss personnel evaluations. The meeting came out of executive session at 8:26.

The trustees voted to approve the evaluations of Debbie Landauer, Lara Bessette, Nicole Vance, and Karin Hernandez,

Respectfully submitted

Elizabeth Griffin, secretary