

Fairfax Community Library  
Trustees' Meeting  
October 17 2017

The meeting was called to order at 5:02 PM by chair, Pat Gallant. Present also were: Janel Gamm, Chris Fearon, Eric Foreman, Liz Griffin, and library director, Debbie Landauer.

There was neither correspondence nor public input.

The minutes of the October 5 Trustees' meeting were read and a motion to approve was made by Janel, and they were approved.

Eric reported that the savings account held \$2334.72, and the checking account, \$292.44.

#### New Business

Debbie shared a draft of a new policy to address unpaid time off for part time library employees. This has been a concern periodically.

Janel made the motion to accept the policy as written with the following changes: the parenthetical statement ( "...except for ...family emergencies) will be changed to read, "except for immediate family emergencies."

Also, when the word 'day' is used an asterisk will guide the reader to the following definition of the word 'day': \*day means the number of scheduled hours for the date requested.

The motion was passed and the policy accepted as amended.

Debbie said that the Department of Labor, Wage and Hour Program, recommended that a copy of the policy be given to the part time employees, and that they sign and return a copy of the policy to the Library Director.

Debbie and Nicole had created a data sheet showing the numbers of patrons who had participated in Library programs. The data was broken down into age groups and covered 2013-17. The data for 2017 included the first three quarters. Programs in 2017 were all well attended, with the greatest numbers of participants in the 0-6 years and adult ranges. The number of programs offered by the library has increased 18% over 2016. (Please note that all the data presented refers to public library patrons only)

Debbie reviewed the comprehensive Budget notes she had prepared. Because of an increase in program participation and overall number of patron visits--up 34% since 2011, Debbie proposes an increase in hours for the program planner, library director and summer student. This would be accompanied by a salary increase of 2.2%. A discussion ensued about how salaries were determined and whether or not there were better ways of deriving salaries.

She observed that with the number of programs, and the increase in patron visits, the library has become a community hub.

The Trustees went into Executive Session to discuss staff salary increases for the budget at 6:23. After discussion re: staff salaries and the overall budget the Trustees went out of executive session at 6:40.

No decisions were made. Eric will prepare a budget spread sheet that reflects our discussion, and bring it to our October 26th meeting for further discussion and decision. October 26th meeting will be from 4:45 - 6:15 and the budget may be our only agenda item.

The meeting was adjourned at 6:45.

Respectfully submitted

Rev. Elizabeth Griffin, secretary.