



DRAFT Meeting Minutes
Board of Trustees
Budget Planning Meeting
October 12,2023
6:30 PM

Call to Order: 6:31 p.m.

Attending: Lisa Griswold, Ashley Bartley, Nick Hadden, Patricia Bakir, Sue Wade, Emily DiGiulio (Absent: Ellen Holmes-Henry)

Opportunity for Public Comment: No one from the public attending

Budget Planning for 2024-2025

- Lisa explained to new Trustees the process of developing the draft budget which includes: Lisa and Ashley worked on the proposed budget, based on meetings with the Town Treasurer and library staff proposals. We are now

in start of Q2 of 2023-2024 budget. The budget under discussion today starts in July 2024. We will submit this draft to the Town Manager by November 3rd. It then goes to the Select Board which can approve or ask us to provide more detail/defend certain points. Once that is completed, the library budget becomes part of the proposed Town budget to be voted in in March 2024.

- Last year due to inflation and high Cost of Living Adjustment (COLA), the budget was increased by about 11%.
- This year we have tried to save money in places where we could, based on 2022-2023 spending, so that there is not a large increase.
- **Library materials** – media (CDs, etc.) are not used anymore, so that was reduced to zero, but there was a slight increase for digital content.
- **Operating expenses** – We have kept it at \$2,900, which is what we proposed last year and did not use all of it. So we kept this the same as last year. Unknowns are two: there may be an additional \$325 needed to cover summer camp and there may be expenses due to the school construction which may require moving the library for two summers. (More discussion on that below.) . Some of last year’s spending was billed to the current year’s budget due to the time it took to pay invoices and this process will be streamlined going forward based on a productive meeting with the Town Treasurer.
- **Library catalog software support** – there may be additional funds needed this year to add a security feature on the library catalog host site. \$250, same as last year’s budget, will likely cover this.
- **Technology** – Increased by a few hundred to cover additional security for all technology, including the website. Emily will research and provided exact figures before November 3rd.
- **Equipment/furniture** – We kept this the same but put some additional funds under Miscellaneous to cover possible costs due to the new construction.
- **New construction** – the librarians have been told that the library may have to fully close summer 2024 and 2025 for construction. We will seek further clarification and establish an efficient and regular communication channel with the school so that we are fully up to date on how construction will

affect the library. There is a Joint Library Board and School Meeting on October 19th, and we will put this on the agenda. We cannot budget fully for this without more information and will have to seek additional Town assistance if needed due to moving the library each summer – renting space, moving books and materials, etc. The Treasurer said recently that there are some funds from past years available in the Town budget available to the library. In general, however, if the library does not use its full budget in any fiscal year, the funds are not carried forward. Lisa/Ashley will seek clarification from the Treasurer. These funds, if available, could potentially be earmarked for expenses related to construction.

- If there is another major issue through closure – we aren't going to buy new furniture, if we have to close two summers, we're not going to be spending a lot on new stuff. We are part of the town and it's town's responsibility.
- **Children and adult programs** – The same budget as last year should be sufficient. Some additional programming comes from grant money.
- **Note re Strategic Plan** – the current plan ends in 2025, so we might want to include some funds for that in the next year's budget.
- **Insurance policy** – this was new last year. It was negotiated by the Town since it is a rider on the Town policy. We are awaiting information from the Town Manager on proposed costs for next year. Lisa will also get the actual cost from the former Board Treasurer and the current Town Treasurer.
- **Note** – FCL is now the largest public/community library in the state.

8:04 pm Lisa proposed that we end the general session, Nick seconded, all voted in favor.

8:06 p.m. - Executive Session – Discussion of staff salary and benefits, which are partially based on a statewide compensation study conducted by the Board last year.

Based on this meeting, and the agreed upon follow up, Ashley will send proposed budget to Lisa for submission to the town.

8:40 p.m. - Nick moves to come out of Executive Session, Pat seconded, all voted in favor.

8:42 p.m. Nick moved to accept first draft of 2024-2025 budget, with being able to submit it to the Town Manager for review once clarifications received on items noted in these meeting notes.

8:43 p.m. – Lisa proposed we adjourn, Pat seconded, all agreed.

Other