

**KIMBALL LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
ATKINSON, NH 03811**

September 20, 2016

Location: Kimball Library Conference Room

Time: 10:00 AM

- **Call to Order:** The meeting was called to order at 10:10 AM.
- **Roll Call:** Present were Trustees Chris Witteveld, Anna Winsett and Jim Cobb; Alternates Wendy Doughty and Nina Gray, and Director-Diane Heer.
- **Purpose of the Special Meeting:** The meeting was convened pursuant to the Director's request to discuss the Library Budget Worksheet in connection with the 2017 budget process.
 1. A copy of the Library Budget Worksheet (Expended Amounts as off September 15, 2016) and The 2017 Library Budget explanation sheet, respectively, is attached hereto and made a part of these minutes.
 2. A discussion of almost every line item on the worksheet was discussed; questions posed and answered; and suggestions made. Particular focus was on the following lines:
 - a. **Lines 01, 02 – Exempt employees.** The Director's salary will be set following a performance review by Jim Cobb, Marnie Finn and Linda Jette. This line is subject to change accordingly.
 - b. Youth Services Director Kathy Watson's salary is subject to a [mandatory] increase, effective 12/01/2016, pursuant to a recent change in regulations released by the U.S. Department of Labor regarding minimum pay rates for exempt employees. In addition, Ms. Watson is entitled to a 1.2% mandatory increase for 5 years of service pursuant to existing Town rules.
 - c. **Lines 03, 04 – Other employees and merit increases** will be apportioned as may be appropriate at a very modest rate.
 - d. **Line 210 – Health Insurance** may change owing to a switch in carriers to "Primex" plus the shifting of an added 5% in cost to Director Heer and YSD Watson to be borne by each, respectively.
 - e. **Line 230 – Retirement.** Four thousand dollars (\$4000.00) from Line 740 (Computer Hardware) was reallocated to this line to meet necessary costs in this category. The amount in Line 740 previously had been reduced but sufficient funds remained to make this necessary transfer.

- f. **Line 360 – Cleaning Service.** The contract is up for renewal. The current service, acknowledge to be doing a good job for the amount charged and paid, is expected to submit a bid with an assurance of a constant rate. Other bids may also come in and will be duly and properly considered for the three-year contract.
- g. **Lines 410 through 820** were individually referenced and explained without much discussion either because there had been recent changes (*e.g.*, increases) in these costs or there is no expectation of any change in the cost for the coming year.
- h. **Line 840 – Youth Programs.** The director explained that this line had been added in 2015 to help pay for supplies. As a practical matter, the Friends of the Library pay for most of these programs, including supplies.
- i. **Line 390 – Other Prof. Services** (In Library Misc.) The IT contract went up about \$5,000. The price is within and part of the Town's expenditure for IT and includes the hardware and software. This contract expires 12/31/2017. (Apparently, the vendor has previously given the Library a better-than-market rate for the services provided but was compelled to impose an increase by circumstances beyond the Library's control.)
- j. The overall budget reflects a 2.57% increase, exclusive of any change that may be made to Director Heer's salary.
- k. The Library's proposed budget will be presented to the Selectman on October 3, 2016, and to the Budget Committee on October 11, 2016 (times to be determined.) Trustees and others are encouraged to attend.

- **Motion:** Jim Cobb made a motion that the proposed draft budget for 2017 be accepted subject to any further change to the Director's salary and/or any other changes that may be deemed necessary or appropriate. Chris Witteveld seconded and the motion passed.
- **Motion:** Jim Cobb made a motion that the meeting be adjourned at 11:06 AM. Nina Gray seconded and the motion passed.

Respectfully submitted,

Anna Winsett

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