

Goodnow Library
Board of Trustees

Corrected Minutes

Monday, July 21, 2014 @ 7:30PM
Historical Room

Present: Lily Gordon, Esmé Green (sec.), Nancy Hershfield (ch), Carol Hull, Robert Iuliano, Barbara Pryor, Sarah Sogigian

Absent:

Call to order: Nancy called the meeting to order at 7:35 pm.

Director's report:

Proposal of modified hours: The library went over its FY14 salary line by approximately \$7,500 or 1%, necessitating a request to the Fin Com for a transfer from the Reserve Fund. (Approved 7/14/14)

In FY15 there were no substantial increases to the salary line beyond COLAs and step increases, however hours from the substitute pool were moved over to the clerk line, meaning that some of those people are not at Step 1, earn partial sick and vacation and may be eligible for longevity. This will likely cause another shortage at the end of FY15.

Library use is on the rise and is likely to continue to due to excellent new programming and services being offered.

Based on analysis, including counting traffic during the first and last hours of the day, current schedules, comparisons to other libraries, and overall library statistics, it was proposed to the board to modify hours of operation as follows:

Current hours		Proposed hours	
Mon-Thu	9-9	Mon-Thu	10-8
Fri-Sat	9-5	Fri	10-5
Sun	2-5	Sat	10-2
		Sun	1-5
Total: 67		Total: 55	

Current summer		Proposed summer	
Mon-Thu	9-9	Mon-Thu	10-8
Fri	9-5	Fri	10-5
Sat	9-1	Sat	10-2
Sun	closed	Sun	closed
Total: 60		Total: 51	

Benefits to this solution would be to reduce reliance on substitutes, the pressure on staff without cutting their hours, and would have the least impact on public, and address concerns about safety at night.

Esmé provided several documents showing Goodnow's annual hours of operation

compared to other libraries and circulation per FTE, and asked for a vote to approve the reduction in library hours of operation. A lengthy discussion followed about whether or not this was cutting too much. The trustees asked Esmé to find a target amount of dollars needed to be saved in order to stay within the FY15 allocation, and if the number of cut hours could be reduced. Lily wondered if cutting back programs would reduce our staffing needs. There was also concern that the longer the decision was delayed, the more would have to be cut to stay within budget. The trustees asked Esmé to set up another meeting in August to go over the additional information they asked her to prepare. No vote was taken.

Update on the respective roles of Trustees and Town: Bob sent an email to the town manager in order to seek clarification of the respective roles and authority of the trustees and town manager. The town manager referred the issue to town council.

Adjournment: a motion to adjourn was made by Nancy at 9:00pm. Seconded by Barbara. So moved.

Next meeting: August 20, 2014