

Goodnow Library
Board of Trustees
Tuesday, November 1, 2005
Goodnow Library, Small Conference Room
7:30 p.m.

Minutes

Present: Bob Iuliano (chair), Carol Hull, Lily Gordon, Jill Browne, Barbara Pryor, and Bill Talentino

1. Call to Order and Minutes.

2. Financial Report (Sept. FY06): No problems or unusual trends to report.

3. Friends Report: The Friends appreciated the opportunity to meet with the trustees and to exchange information and ideas. Bill will contact Ingrid Mayyasi about another joint meeting in the near future.

4. Director's Report:

a) Staffing: Bettie Rose wishes to have a little time in her new position before we hire a new Technical Services Library Clerk for her to train. We hope to have someone in place in about a month.

b) FY07: attached is a revised draft of the FY07 Level Services budget. Last month I projected that the personnel budget for FY07 would be \$11,000 less than FY06 due to staff turnovers. The FY07 savings in personnel is actually \$4100. Estimated FY07 cost increases in other areas of the budget remain the same -approximately \$14,500 over FY06. The increases are in utilities, contracted services, automation and library materials. As a result, our total estimated FY07 Level Service budget (Personnel, Building, Library Materials and so on) is about \$10,400 above the FY06 budget total.

The Town Manager's guidelines for the FY07 are consistent with what we had gleaned from the Crier interview with Fin Comm. They include a 1 percent increase over FY06. For us a 1 percent increase would be an additional \$8700. I am hoping that we will be allowed to keep the FY06 budget total as our base figure for FY07 and transfer the \$4100 surplus in Personnel to other areas of the FY07 budget - utilities etc. The surplus in the Personnel budget and the 1 percent increase amount to \$12,800 - most of what we need for a Level Service budget. We would be off by about \$1,700. We could manage this shortfall without much difficulty.

The Level Service increases do not factor in a cost of living increase. FY07 is a contract negotiation year for the Town. Each percentage point of a salary increase represents an additional \$5,700 to be accounted for in the budget.

Modified FY07 Budget Information

Last month I projected that the personnel budget for FY07 would be \$11,000 less than FY06 due to staff turnovers. The difference is actually \$4100. Estimated FY07 cost increases in other areas of the budget remain the same -approximately \$14,500 over FY06. The increases are in utility, contracted services, automation and library materials. As a result, our total estimated FY07 Level Service budget (Personnel, Building, Library Materials and so on) is about \$10,400 above the FY06 budget total - \$14,500 minus \$4,100.

The Town Manager's guidelines for the FY07 are consistent with what we had gleaned from the Crier interview with Fin Comm. They include a 1 percent increase over FY06. For us a 1 percent increase would be an additional \$8700. I am hoping that we will be allowed to keep the FY06 budget total as our base figure for FY07 and transfer the \$4100 surplus in Personnel to other areas of the FY07 budget - utilities etc. The surplus in the Personnel budget and the 1 percent increase amount to \$12,800 - most of what we need for a Level Service budget. We would be off by about \$1,700. We could manage this shortfall without much difficulty.

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Basic Assumptions

1. Favorable Level Service Budget Options

The Library's FY07 non-override budget reflects a one percent increase above the FY06 appropriation - \$8,700. Due to staff turnovers in FY06, salaries for several positions in FY07 will be significantly lower than the salaries appropriated for these positions in FY06. The total salary line for FY07 will be approximately \$4,100 less than FY06 for the same positions at the same hours—even with step increases included. If we assume that the total amount appropriated for FY06 will be the base budget for FY07, with the one percent added to it, then we should be able to meet our Level Service budget needs – with small adjustments. The Town may or may not accept the premise that this \$4,100 is still part of our basic budget. It may not take the tact that each department starts with a 1 percent increase. (I doubt that it will.) I think our best tact is to point out that this scenario allows us to meet utility and other cost increases without going over 1 percent or cutting essential services.

A additional funds generated by a 1 percent increase	\$8,700
B. salary savings from FY06 staff turnovers	<u>\$4,100</u>
Total	\$12,800

2. Level Service Cost Increases

a) Utilities	\$6,600
b) Contracted Services	\$3,730
c) Books	\$2,900
d) Automation	<u>\$1,260</u>
Total	\$14,490

Incremental Increases FY07

The following increases would be covered by the \$20,000 if there is no salary increase beyond steps.

1. Additional Hours:	
a. Sundays (4)	\$960
b. Thursday evenings until 8 p.m.	\$8900
Staffing:	
c. Tech. Services: 3 hours	<u>\$3,000</u>
Total	<u>\$12,860</u>

c) Painting Trim of 19th Century Wing: this does not qualify for CPA funds. The Building Department has funds for this type of maintenance work. Bill will work with Jim Kelley on putting together a proposal for the spring.

d) Regional Delivery Service: Metrowest is finalizing a revised contract with the delivery vendor that will increase payment by more than 100 percent. To meet this increased cost, the region will cut back on its subscription databases and use all of its increased funding for FY07 to meet delivery costs. Losing databases is a serious blow to regional services. Metrowest and MLN agreed that delivery costs had to be controlled. Because the volume of material in delivery continues to grow, MLN needed to take steps to control and possibly reduce volume. MLN approved several network transfer recommendations that should limit the volume. The most significant recommendation was to make new feature film DVD's unavailable for network transfers for a year. A new feature film DVD added to a library's collection in November is unavailable until the following November. Members are encouraged to make older feature film DVD's available. Feature film DVD's make up 12 percent of network transfers. Although the system's reports cannot separate new feature film DVD's from this total, our experience suggests that new DVD's represent a high percentage of this borrowing. The network hopes that this step will have a significant impact on the volume of items in delivery and that additional restrictions will not be needed.

Minuteman will produce PR material explaining the delivery situation and why restrictions were applied to DVD's.

e) Meeting with Larry O'Brien: selectmen O'Brien is unable to meet with us this month. He is tentatively scheduled for the December meeting at 8 p.m. Bill asked him to forward information to the trustees about the Town's interest in establishing "green areas" along Route 20.

f) Meeting Room Policy: regarding all meetings being open. At last month's meeting the trustees were not inclined to change the section of the meeting room policy that required all meetings be open to the public. After thinking about it a little longer, the trustees decided to leave the policy as is. It is consistent with other aspects of the policy and other policies regarding maximizing accessibility to resources and services.

7. Old Business:

a) User Survey: Bill will speak to Mark about link to composite of answers to the survey. The trustees will use the responses to help determine which questions should be analyzed in greater detail.

8. New Business: none.

9. Adjournment: the meeting adjourned at 8:40. (C. Anderson/B. Pryor).