

**Worth Pinkham Memorial Library**  
**Board of Trustees Meeting**  
**December 17, 2018**  
**7:30pm**  
**MINUTES**

1. Call to Order at 7:45pm. P. Crossley, H. Turk, D. Mardy, J. Mongelli, G. Kaser, J. Clutterbuck A. Harvey, and C. Richards in attendance. T. Fiato, H. Crowley, L. Surz were not in attendance.
2. H. Turk moved to approve and P. Crossley seconded the November 2018 minutes
3. Public Session – no public in attendance
4. Correspondence – none
5. President’s report – none
6. Vice President’s report – none
7. Treasurer’s report
  - a. \$47,940.41 in the Capital Account. Final payment to architect was made in November
  - b. \$62,693.49 in Operating Account
  - c. \$110,633.87 total
  - d. The monthly bills: Programming is a bit high this month to anticipate some of next year’s costs for summer reading and programming. J. Clutterbuck moved to accept and H. Turk seconded the approval of the December bills list as printed.
  - e. The electric and gas expenses were down a bit over 2017.
  - f. The budget vs. actual for the most part reflects the year end minus a few line items.
8. Secretary’s Report – none
9. Director’s report
  - a. Monthly traffic down a bit from October, but this is anticipated with the November calendar being what it is. This is an improvement of roughly 120 over Nov. 2017
  - b. Circ. was very close to that of last November.
  - c. Collections
    - i. the library received a large DVD donation
    - ii. given the way media is consumed, physical media will be less of a focus than our digital media in 2019.
  - d. Finance – 2019 budget will come under new business
  - e. 4th quarter check received. It included \$912.86 remaining from 2017. This check was for 20K, not 30K, because borough anticipated we would be over on salaries. The Library Board would like to consider having our auditor write a letter recommending town to allow the Library Board to receive money directly and then pay the borough rather than the current arrangement.
  - f. The library received two large donations totaling \$4,250.
  - g. BCCLS moves to Fairlawn in February. Delivery on target for starting June 30<sup>th</sup>

- h. Programming: adult programming is winding down for the year. Alyssa reports that Mad Science event (dry ice and its components) was very well attended, and the National Square Dance Celebration was well attended. The origami program was student led and very popular. Four programs remain for the year and then programming suspended until the first week in January 2019.
  - i. PD and Staff News: Holiday party was a success. Staff currently training on LEAP (NEW ILS software)
  - j. Friends of the Library: 11 people have expressed interest. G. Kaser has held three informational meetings. Attendance wasn't what we had anticipated. The three people who came are super positive. One big meeting for all 11 is scheduled in January.
10. School Liaison – D. Mardy: HHK School's new media person is open to collaborating with our children's librarian. Perhaps an onsite visit for Alyssa to spend the day getting to know the HHK kids at the school would be productive.
11. Committee Reports
- a. Personnel
  - b. Finance
  - c. Library Strategic Plan
  - d. Title search – J. Clutterbuck reports that the bank is not currently ready for showings.
  - e. Policies and Procedures
  - f. Building and Grounds
12. Old Business:
- a. Friends of Library – see above
13. New Business:
- a. 2019 Salary Schedule: H. Turk moves to approve and J. Clutterbuck seconds the salary increases as stated on the schedule.
  - b. The 2019 Budget: With the 1/3 Mill going down, the increase in the BCCLS delivery costs and the increased chargebacks from the town, the Library's budget must be cut considerably. There are fixed costs that can't be touched, which leaves cutting in programming and in collections – which are two areas in the Library has worked so hard to make gains. Additionally, OverDrive is an area the Library would like to add to, but that is in jeopardy with this budget.

G. Kaser has prepared two budgets – an ideal budget and an austerity budget. The austerity budget cuts programs and books by roughly 12%.

The finance committee looked into hiring a library attorney to help advise. He has been contacted, and states, preliminarily that the town can charge for these things, but the town cannot be making money on them. The onus is on the borough to provide justification for the line items ie: DPW/trash/administrative. It should be noted that DPW costs are calculated on FEMA rates.

Should the Library convince the town to adjust DPW/trash/administrative, perhaps the shortfall can be made up.

A meeting will be scheduled with B. Jones once the Library has a liaison and has clarified its position. The finance committee will meet with the new liaison once he has been appointed.

14. Next Meeting Date: January 28, 2019

15. J. Clutterbuck moved to adjourn and D. Mardy seconded closing the meeting at 8:49PM