**Bancroft Memorial Library**

**Board of Library Trustees**

**Minutes: February 17, 2022**

Present: Frederick Oldfield III, Chair, Christine Seaver, Secretary, Marie Riddell, Tricia Perry, Library Director

Meeting called to order at 4:00 p.m.

Library Minutes

* No minutes were discussed or approved.

Review and discussion of FY23 Budget Proposal - will be submitted to Town Administrator on February 18, 2022.

Preliminary Budget points discussed:

* 5% increase in Salaries of staff, excluding page. Page hourly pay will increase in January 2023 to align with the MA minimum wage increase.
* Salaries - Elected Officials are reinstated for a total of $1600.
* Energy line is increased to reflect actual expenditures YTD. Proposed increase is $2000.
* Repairs & Maintenance including HVAC repairs and maintenance. The cleaning contract will be put out to bid in FY23. Preliminary increase of $3017.
* Hope Plaza proposed budget includes annual cleaning for $5000. A better covering system (frame & cover) needs to be found. Costs TBD.
* Professional & Technical budget increase of $1353 reflects CWMARS Assessment and higher Toshiba Copier contract costs (3 yr. contract). PC Desktop (managed service), antivirus, and other software purchased through CWMARS are included in this budget line.
* Educational Materials expenditures (books, DVDs, CDs, newspapers, e-books, magazines, etc.) increase is $6,655 according to MBLC Materials Expenditure Requirement of 19% of the total budget.
* Other Supplies line increased by $650 to reflect rising costs of office, cleaning, and bathroom supplies.
* Equipment line includes CWMAR print app to help increase foot traffic. Gives patrons the ability to send documents to library printers for pickup.

A motion was made by Fred to approve the proposed FY2023 Budget. Marie seconded the proposal. All voted in favor.

Old Business:

* Town Administrator Diana Schindler has signed off on the roofing project. Project is considered completed.
* Lighting LED project has been signed, reflecting the changes necessary due to the historical nature of some of the fixtures.

New Business:

* Deep cleaning will be done by Dynamic Janitorial Cleaning on President’s Day weekend. Includes dusting, window, and carpet cleaning.

The next Trustees’ meeting will be on March 1, 2022 at 4 p.m.

Meeting adjourned at 4:21 p.m.

Respectfully submitted,

Christine Seaver

Secretary