Joint Finance Committee with Bancroft Memorial Library Board of Library Trustees and Council on Aging

Minutes: April 20, 2022

Zoom meeting

Present:

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

COA – Carole Mullen, Cheryl Moreci

Finance Committee- Chris Hodgens, Chair, Ken Wilson, Elizabeth Callahan, Dennis Madigan, Don Comastra

Select Board – Glenda Hazard

Police Department – Mark Giovanella

Water Department – Tim Watson

Other- Ian Michelson

The library portion of the meeting was called to order at 7:02 p.m. by Fred Oldfield.

Finance Committee minutes were passed over by Chris Hodgens, Finance Chair.

Budget presentation by Tricia Perry, Library Director:

* The biggest line-item increase is for Salaries as the library was asked to budget a salary increase of 5%. With one long-time employee retiring at the end of F22, and a potential second retirement in F23, it is important to budget competitive salaries for recruiting.
* Energy expenses are trending higher based on actual costs year to date. Due to this a variance of $2000 is added for FY23.
* Repairs and Maintenance has a variance of $3017. The library cleaning contract will be bid in FY23, with an anticipated increase in costs. Due to roofing work, the Hope Plaza was covered for two years and no landscaping of the grounds was done.
* Hope Plaza is a separate line item. $5000 is estimated for FY23. However, statue cleaning and a protective covering with a different frame need to be discussed.
* Professional & Technical is tracking higher primarily due to the copier and printer contract which is a three-year lease. Other increases are due to PC Desk Support purchased from CWMars, which will be put on all public and staff library computers.
* Educational expenditures reflect a $6655 increase to bring the library budget to $61,000 in order to meet the MBLC materials expenditure requirement of 19% to stay in compliance.

Comments and questions:

* Fred Oldfield, Library Trustee, pointed out the Hope Statue was given to the town, not the library. At some point in time, the care of the statue ended up in the library’s expenditures.
* Chris Hodgens, Finance Chair, asked what the MAR (Municipal Appropriations Requirement) to meet State Aid was for FY23. The MAR is $290,421.79.
* Elizabeth Callahan, Finance Committee, asked whether it would make sense to streamline the copier and printer contracts for all town departments. Chris Hodgens agreed to ask this question to Diane Schindler, Town Administrator. Elizabeth Callahan also asked if it would make sense for the cleaning contract to be bid together for the library and the school department. Tricia Perry, Library Director, clarified that the level of cleaning for each is different since the schools require high demand and rapid response cleaning with a higher level of supervision, while the library cleaning is similar to a residence.
* Ken Wilson, Finance Committee, asked if there were any revenue opportunities for the library through the rental of meeting space. Tricia Perry, Library Director, stated that due to the size of the meeting room (max of 40 people) and that most users are community-based non-profits, there was no potential revenue. Carole Mullen, COA Director, clarified that by law Municipals cannot fundraise. The COA and Bancroft Library can receive donations collected and raised by their non-profit Friends groups.
* Chris Hodgens, Finance Chair, asked if there were any COVID funds that the library could use for expenses. Diana Schindler, Town Administrator, will be asked this question by the Finance Committee.

The next Trustees’ meeting will be on May 3, 2022, at 4 p.m.

The Library Trustees portion of the meeting was adjourned at 7:24 p.m.

Respectfully submitted,

Christine Seaver

Secretary