

Meeting Acushnet Public Library Board of Trustees

December 12, 2018

In attendance: Jennifer Alves

Dina Brasseur, Library Director

Diane Ferreira

Nancy Francis

Jeri Howland

Kristen Leotti, Chair

Henry Preston

2018 DEC 12 PM 4:11
JENNIFER ALVES

Secretary's Report

Diane proposed a correction to the November 7, 2018 secretary's report, to clarify that "Jim Marot provided to Diane an estimate from AVO Fence & Supply Company, Inc. for the supplies," rather than "Diane obtained an estimate from AVO...." Motion made by Nancy to accept the secretary's report from with the correction was seconded by Jennifer. All voted in favor.

Building Concerns

The board continued a discussion from last month about the "do not enter" sign at the exit end of the library driveway. DPW Director Dan Menard has said that a variety of signs are available. The group discussed possibilities and decided to ask the DPW to install several signs: "Wrong Way" signs near the exit driveway and at the entrance, add a "Do Not Enter" sign to the existing "One Way" sign near the deck, and to lower the existing "Do Not Enter" sign near the exit driveway, making it more visible to drivers. Jen volunteered to contact Dan about installing the signs.

Budget Report

The end of December is halfway through the fiscal year and the salary line is 50% spent out. The operating line is 62% spent. The materials line will be spent out by spring then the library will revert to using the state aid and revolving accounts for materials if necessary. Diane moved to accept the budget report and Nancy seconded. All voted in favor.

FY20 Budget

Dina and Nancy (budget committee) met last week to discuss the budget. The increases to the budget are is mostly driven by contracts and salaries. The proposed director's salary increase would bring it more in line with other towns. The line for the children's room tech is still separate from the other techs but will probably be grouped with them (same line of budget). The new union contract is based on steps. The custodian line is the same as before, as there has traditionally been a cushion in that line. Building and Grounds has increased. The building is now three years in operation and needs updates occasionally. Nancy reminded group that building is 100 years old and will need repairs. There was a

9.8% increase in salaries and 1.8% increase in others. There were some line items increases last year so those do not need to increase this year. Nancy voted to accept the FY20 budget and Diane seconded. All voted in favor.

Community Room Policy

Usually town departments or boards will call two weeks ahead to book the Community Room if the Town Hall is not available, but often the room is already booked. Dina asked the Board to consider revising the existing Community Room Policy to allow town groups to be able to book the room three months ahead and other groups (non-commercial, social, etc.) one month ahead. The only exception might be Acushnet youth groups who would like to book the room for the entire year. The room is allowed to hold 40 people. When an outside group has 40, there is sometimes not sufficient parking. Occasionally, groups do cancel. Jennifer moved to accept the changes to the Community Room policy, Henry seconded and all voted in favor.

Announcements

Dina praised the library staff. The team works well together and Dina will choose for the new position carefully to ensure a good fit for the team. The position will be advertised in early January and may be able to fill it by the end of January. Friday hours will begin January 4, 2019 from 1-5 p.m. The new hours will be advertised. The library will be closed on December 24, 25, and 31. Also, on January 1. Nothing will be due on those days and there will be no holds. Library will re-open on December 26. Candy Bar Bingo and an essential oils program will be held on December 27.

The next meeting of the Board is scheduled for Wednesday, January 16, at 4:30 p.m.

Nancy moved to adjourn and Henry and Jen seconded at 5:13 p.m. All voted in favor.

Respectfully submitted,

Jeri Howland

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