

Session Minutes

Finance Committee Subcommittees Library

February 3, 2021

Meeting called to order at 7:02 PM by subcommittee chair Dan Sherman

Present: Dan Sherman, Tarae Howell, Joe Bertrand

Others in Attendance: Library Director Catherine MacDonald, Library Trustees: Kevin Scanlon, Cindy Schatz, Adam Rogers

Catherine presented the proposed FYE22 budget for the Library.

The only increases are in personal services, at 1.5%, for step increases and changes in level for general librarians and contractual services. The librarian's contract expires on 6/30/2021 and negotiations are set to commence in March. The Supervisors contract has been settled. The personal services line does include step increases, level increases and COLA's.

Contractual services are increasing 0.9%, or \$2,160, for the Overdrive contract. All other Contractual Services are level funded. This includes utilities. The current budget for utilities has enough room such that increases are not necessary.

The Materials budget is large enough that the Library meets the 13% of budget State requirement for Certification.

FYE21 budget does not include Sunday hours and they will not be included in the initial budget for FYE22. The Town Administrator and Town Accountant did indicate that the addition of Sunday hours will be discussed and considered prior to the November Town Meeting. Catherine said that the Library department has several years' worth of state aid saved but after consulting with others she learned that using the aid to cover personal services, whether it be for Sunday hours or otherwise, is generally not considered appropriate.

Catherine also said that they have saved between \$30,000 and \$40,000 in Personal Services due to COVID-19. They have not used Pages and they did not need to spend for coverage for vacations and sick time. They are also saving money on paper and ink. She will provide an estimate of the funds to be sent back to the General Account at a later date.

The meeting was adjourned at 7:37pm. Joe motioned and Tarae seconded. It voted unanimously to adjourn.