

LIBRARY TRUSTEES' MEETING

March 21, 2012

PRESENT

Martha Breen, Kate Norton, Annette Cooke, Michele Garneau, and Alison Baker.
Martha Breen called the meeting to order at 7:00 PM.

MINUTES

On a motion by Kate Norton, seconded by Martha Breen, the Trustees voted 2 in favor, one abstaining to accept the minutes for the regular public meeting on February 22, 2012. The abstention was Annette Cooke who was not a board member at the time.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$34,984.84 in the Salem Co-op checking account, \$4,948.79 in the Marois Account, \$10,446.42 in the Certificate of Deposit, and \$6,042.83 in the Brock Trust Fund Interest account for a total of \$56,422.88.

There were no bills to consider.

The Trustees reviewed the expenditure report for February 2012. Ms. Baker reported that there was just enough left over to cover the warrant articles put forward for the 2nd Deliberative session. The Trustees then reviewed the expenditure report for January 2012. Ms. Baker reminded the Trustees that the report was running in the negatives since the budget had not yet been approved at the polls in February.

Ms. Baker reported that the Trustee's CD at the Salem Cooperative Bank was coming up for renewal. The Trustees discussed options and reviewed the CD rates. On a motion by Ms. Norton, seconded by Ms. Cooke, the Trustees voted unanimously to renew the CD for the 11 month Bump Up if available and the 12 month as the alternate choice.

OLD BUSINESS

The first item of Old Business was the 2012 Budget. Ms. Baker presented an outline of the benefits change in the SEA Union that the library mirrors (see attached). She reported that Finance projected a \$300 difference in costs should all the changes be accepted. The Trustees discussed the proposed COLA, the changes in health insurance provider, and the changes in Vacation and Sick leave. Ultimately, the Trustees based their decision on the fact that all Union contracts had passed, triggering changes to the health insurance provider and employee contributions. This necessitated the Library following suit to continue to offer health insurance at a reasonable cost to the taxpayers. Looking at the numbers, the savings from the change in the health plan, information from Finance, and the net cost of \$308, the Trustees determined accepting all the changes was the best solution for the employees. On a motion by Ms. Norton, seconded by Ms. Cooke, the Trustees voted unanimously to increase salaries in 2012 by a 2% COLA coupled with a 2% increase in the employee cost for health care, the increase in payment to those not participating in the health plan, the cap on vacation leave at 20 days, and the reduction of sick days from 18 to 15 days as defined in the SEA Union Contract.

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The second item of Old Business was HVAC issues. With the passage of the Warrant at the 2nd Deliberative, the HVAC project can move forward. After some discussion, the trustees decided to go with the most cost effective alternative. On a motion by Ms. Norton, seconded by Ms. Cooke, the Trustees voted unanimously to replace the two air conditioning units with a similar set-up. Ms. Baker was directed to start the RFP process with the help of Steve Artemis of the Town's purchasing department.

Ms. Baker presented updated copies of the service contract from CAC that the Trustees had tentatively accepted. Seeing no change in cost, and with the same coverage, the trustees moved forward. On a motion by Ms. Cooke, seconded by Ms. Norton, the Trustees voted unanimously to contract with CAC for HVAC services for one year, with a long term contract as an option based on performance.

The third item of Old Business was updating of policy. Since the Trustees were still waiting for recommendations from the lawyer, the matter was shelved again. Ms. Baker distributed a proposed policy about library exhibits for the Trustees to review for discussion at the next meeting.

NEW BUSINESS

The first order of New Business was the slate of officers: Mrs. Breen, Chair; Ms. Norton, Treasurer; and Ms. Cooke, Vice Chair. On a motion by Ms. Cooke, seconded by Kate Norton, the Trustees unanimously accepted the proposed slate.

The second order of New Business was SalemFest. Ms. Baker asked that the Trustees consider what hours the library should be open for SalemFest. It is on a Saturday, and traditionally the library hosted groups and the annual book sale until 5PM. With the library now closing at 2PM a decision needed to be made about addressing this. The Trustees will revisit at a later time.

The third order of New Business was the CAFR audit. Ms. Baker reported that the Town is conducting a CAFR audit, requiring specific statistics from several departments (including the library) for a 10 year period. Ms. Baker distributed copies of the statistics sheet as well as an overview of what a CAFR audit is.

DIRECTOR'S REPORT

Ms. Baker distributed her report and discussed the highlights. Ms. Garneau passed out samples of the 'bingo' sheet being used for a new approach to the Summer Reading program. Ms. Garneau and Ms. Baker will be asking Town Departments and area non-profits to be willing to stamp the sheets as children and families stop in to visit. The Trustees thought the idea was a good one. Ms. Garneau and Ms. Baker will also be starting to find local underwriters for library programming.

PUBLIC MATTERS:

There were no public matters

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TRUSTEE MATTERS

The trustees decided to honor Mrs. Fardella with a book for the collection. Ms. Baker will look for suitable suggestions.

DATE AND TIME OF NEXT MEETING

The date and time for the next meeting was set for April 25th at the library at 5:00 PM.

On a motion by Ms. Norton, seconded by Ms. Cooke, the Trustees voted unanimously to adjourn the meeting at 8:35 PM.

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CHANGES TO SEA CONTRACT

2012

The new contract has a number of changes impacting Library employees. Estimates for the cost of all these changes to the Library indicate we would need to find \$308 in our 2012 budget.

Pay

Because of the timing for the budget vote, the raises in 2012 will just be for April – December. From this point, the full amount will be included in the operating budget. These will no longer be warrants as in the past.

2012	2% increase (75% of year)
2013	2.5% increase
2014	2.5% increase

Health Insurance

The Town is moving to a new company with similar but not identical options to the current health plan. The new plan calls for the employee to increase their contribution by 2% regardless of the plan they choose. Overall, the savings from this new plan is expected to offset the raises in 2012.

2012	2% contribution increase
2013	1% additional contribution
2014	1% additional contribution
2015	1% additional contribution

Non-participant payment (Health Insurance)

2011	\$2,800
2012	\$3,500
2013	\$4,000

Vacation

The cap for the number of vacation days that can be earned has dropped to 20 days, with the same time frame for earning them (starting with 11th year of employment).

Employees with 15 years or more will be grandfathered to current rates. This would affect 8 of our 14 full-time employees

Current	Capped at 25 days per year
2012 - 2104	Capped at 20 days per year

Sick Leave

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The number of sick days earned had dropped from 18 days per year to 15.

2011	1.5 days/month 18 days/ year
2012	1.25 days/month 15 days/year
2013	1.25 days/month 15 days/year