

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

MINUTES, TUESDAY, 12/18/2012

PRESENT Maryann Casciano, Len Giambra, Michelle Guertin, Brenda Holmwood, Sharon Sanders, Bobbie Ziegra, Jackie Hemond

ABSENT None

GUESTS None

ADDITIONS TO AGENDA None

CALL TO ORDER At 6:15 PM by Len

PUBLIC COMMENTS None

GENERAL PROCEEDINGS

The upcoming schedule for 2013-2014 Salem budget meetings was reviewed. Dates specific to discussion of library budget are 2/28, 3/21, 3/28 and 4/10/2013.

Len added 2 items to the agenda for the 1/8/2013 board meeting—develop a plan for town support of the library budget and finalize the 2013-2014 library budget.

Discussed was a descriptive document from Jackie comparing small libraries 2011-2012 (registered residents, population, circulation and collection budget) by schedule of library hours. Jackie will get information about why circulation may be up at some places, e.g., children's programs. It would also be useful to ascertain appropriated versus non-appropriated monies in the various collection budgets.

Jackie confirmed that Robin McKinney, who serves as an IT liaison with East Lyme High School, has been invited to the 1/8 Board meeting to discuss development of a short- and long-term technology plan for computers. It was suggested that Robin be invited to see our computer set-up prior to the meeting. Jackie will update the 2013 computer inventory document to include information such as manufacturer, model, operating system and loaded software.

NEW BUSINESS: Library budget 2013-2014

- **Capital expenses.** Kevin Lyden wants to add indoor painting of the library to capital expenses. Len will follow-up with Kevin.
- **Staffing/salaries.** Discussed was the need for a new staff member position dedicated to children's services and functioning at the same level as a Technical Manager. Len emphasized the need for documentation to support the position, including community backing. Jackie will collect data about what comparable libraries do in terms of children's programs.

- **Alarm Fee/Maintenance** is likely unchanged.
- **Other Expenses.** It was suggested to move database costs from this category to a new line item called “database expenses”. (See below.) After this change the category “other expenses” includes water, CT Consortium and interlibrary loan. A 2% cost of living raise is suggested.
- **Database Expenses** is a proposed new line item which includes costs for data programs such as Learning Express, Job Now and Universal Class. In the past database costs were paid for using money from the SE CT Community grant. Jackie will identify which programs are needed for next year and the associated cost.
- **Maintenance Service Fees** are Bibliomation fees. Jackie will confirm any increase for the coming year.
- **Circulation materials.** Costs for electronic and audio books are added to the new budget together with a cost of living raise. These particular book costs were previously paid for by the above mentioned grant.
- **Supplies** are modestly increased.
- **Conference/Mileage/Dues budget** is pending. Jackie will identify where she could have spent money had she possessed the funds. An additional expense is membership fee to the State Library Board.
- **Equipment** budget is pending. Proposed purchases are 1 bar code reader, 2 scanners, and 3 computers. (The computers to be replaced were new in 2009 and have been in heavy usage since that time--2 in circulation and 1 by the head librarian. Jackie will determine whether these 3 computers are able to be returned to the patron inventory). Additional expenses are bookcase installation and 2 bulbs for projectors.

OPEN DISCUSSION Sharon advised Len that she would not attend the January, February or March 2013 Library Board meetings due to being out-of- state. However she will send out 1) the agenda to Pat Cristani and 2) the agenda and prior minutes to members for the January and April regular meetings.

ADJOURNMENT A motion to adjourn at 8:24 PM was made by Michelle and seconded by Bobbie. M/C (6-0).

Respectfully submitted,

Sharon Sanders
Recording Secretary

Attachment: Salem Library Board Meeting Dates 2013

Next meeting is 1/8/2013, 6:15 PM.

SALEM FREE PUBLIC LIBRARY BOARD

MEETING DATES FOR 2013

MEETINGS AT SALEM LIBRARY, 6:15 PM

January 8

February 12

March 12

April 9

May 14

June 11

July 9

August 13

September 10

October 8

November 12

December 10