

**WEST TISBURY LIBRARY BOARD OF TRUSTEES MEETING**  
**December 26, 2007**

**Attending:** Trustees: Linda Hearn, Hermine Hull, Virginia Jones,  
Elaine Pace  
Library Staff: Beth Kramer  
Public: Jonathan Revere

Hermine Hull opened the meeting at 5:30 pm with a quorum present. The special Trustees meeting was held to discuss the revised budget the library will submit to the Town Accountant tomorrow. The Trustees had review 3 budgets at their December 6<sup>th</sup> meeting, planning, with Personnel Board approval to present the one with proposed Grade increases for many of the Staff. Beth thanked the Trustees for approving the previous budgets, but explained that the Town accountant had told her the Town has a procedure of reviewing salaries every 5 years which the Personnel Board had not alerted us to at our recent meeting. Due to other costly Town projects and proposed salary increases for Town employees the library has been asked to revisit the budget we had proposed that included Grade increases.

Our previous Director had increased hours at the library, but did not increase the staffing to adequately cover those additional hours. To provide for coverage of these hours, Beth added 10 hours to the Library Circulation Assistant (LCA) and has, herself, worked without pay to provide the service needed for these extra hours. Additional funds for this coverage came from the annual Town Meeting vote to allocate Dog Tax Funds to the Library. The Trustees and the DOR approved the use of these funds for salary. For FY2009, the Director would like to increase the Assistant Librarian's hours from 30-35 hours per week and also keep the LCA at 30 hours per week. These additional hours account for the increase in Personal Services in the 2009 proposed budget.

Elaine asked several questions pertaining to the budget.

- Was there enough funds allocated to Professional and Technical Training? Beth responded that if the grants she had applied for were approved the amount allocated (\$2000.00) should be adequate.
- Why was technology a separate line item? Beth replied that the state requires the amounts spent on technology be reported separately. This line item is a relocation of office supplies.
- What was the rentals and leases item of \$100.00 for? Beth replied that this is for the license to show movies to the public.
- Elaine commended Beth for identifying large budget amounts separately in the 2009 budget.
- Elaine also told Beth that she would have to stop working extra hours without pay and if the proposed budget was not approved, the hours the library was open would have to be decreased.

Elaine made a motion to accept the revised budget as presented and Linda seconded the motion. This motion was unanimously approved by the Trustees present at this meeting.

Hermine made a motion to adjourn at 6:05 pm which was seconded by several Trustees. The next Trustees meeting is scheduled for January 10 at 7:00 pm.

Respectfully Submitted,

Linda M. Hearn, Secretary

