

MINUTES
West Tisbury Library Board of Trustees
Tuesday, December 7, 2010
at the West Tisbury Public Library

In Attendance

Trustees: Hal Garneau, Melissa Hackney, Linda Hearn, Hermine Hull, Ginny Jones, Dan Waters

Director: Beth Kramer

Linda Hearn called the meeting to order at 7:13 p.m.

Meeting Minutes

Ginny Jones moved to approve the minutes of November 9, 2010, and Melissa Hackney seconded the motion. The motion was approved unanimously.

No Friends being present, there was no Friends Report.

Director's Report

Beth reported that she has submitted a Letter of Intent to apply for an LSTA grant for the Green Initiative. If awarded, this grant could pay between \$5,000 and \$7,500 toward collection development, programming and environmental literacy, including a stipend for a green energy consultant.

Patron visits were slightly down last month, compared to the year before. Total patron activity was down for the month, although still represented a 2% increase over last year. There were the same number of programs as last November, although the number of programs for the year is up almost 12% over 2009. Program attendance last month was over 37% higher than November of 2009, representing the largest increase in adult programming and attendance.

Beth said that she has hired Amy Hoff to take Mary Anne's place. Amy's first day was today (12/7). Beth noted that the library's Holiday Party will take place on December 14th. Beth will meet again with Roe and Patience (of the Massachusetts Board of Library Commissioners) on December 29th regarding the MBLC grant application and project design.

Fan ventilation systems have been installed in both library restrooms. A furnace control panel failed, and has been temporarily fixed by using a single control panel rather than installing new controls and new damper controls.

Beth said she will need additional staffing after Christmas, to compensate for the time she will be absent from the library to prepare the MBLC grant application. She asked the trustees to approve additional staff hours to make up for this time. Ginny moved to give approval, Melissa seconded the motion, and approval was unanimous by voice vote.

Committee Reports

Linda reported that the new well has been installed on the Maley property, that the 24-hour well test has been performed, and that the water is being tested. Health Agent John Powers is writing a proposal to bring the water to the Howes House. The library will pay for bringing the line from the well to the property line; the town will pay the remainder. Linda also reported that the Building Committee had held its latest forum on December 6, and that there had been numerous comments from the community that were collected and will be taken into account.

Melissa noted that the Foundation has been finalizing party dates and other events for the Year of the Library.

New Business

Campaign finance law requires new campaign expense disclosure forms to be completed and signed by all elected officials. Linda distributed forms to all the trustees, who signed and returned them to her.

In conjunction with two articles in the 2011 Annual Town Warrant, one of which requires town approval of the library's proposed design for expansion, it will be necessary for the trustees to send copies of preliminary drawings to all voters prior to the Town Meeting for their consideration. Dan Waters said he would design a mailing piece based in part on what Shutesbury presented, and also on the Town Hall building committee's similar mailing.

Ginny reported on a recent joint meeting of the Planning Board, the Zoning Board, the Conservation Commission, the Building Inspector, the Health Agent, and a prospective purchaser of the Field Gallery adjacent to the library. The proposed use of the property was a 250-seat performance center and gallery space.

Beth presented her FY2012 Budget Request. She said that the library really needs a full-time benefited position, but that in deference to the town's hiring and COLA freeze she is proposing a 15-hour non-benefited position. Ginny moved to approve the budget request as presented; Melissa seconded the motion, and the budget was approved by unanimous voice vote.

Hermine Hull distributed a draft of a proposed Exhibition Policy to be discussed at the next monthly trustees meeting.

With no correspondence and no comments from the public, the meeting adjourned at 8:30 p.m.

Respectfully submitted,
Dan Waters, Clerk

Attachments:
FY2012 Budget Request

Town of West Tisbury
FY 2012 Budget Request Submission

Submitted by (Department/Committee): West Tisbury Free Public Library

Name of Person Submitting Beth Kramer

Date Approved by Department/Committee December 7, 2010

Departmental Revenue:

If your department/committee collects revenue, please detail below the types of revenues received during the year and list the amounts on the budget spreadsheet.

- Miscellaneous Department receipts
- Receipts from passports
- Fines
- Gifts and interest
- County dog tax fund
- State Aid to Libraries

Special Project or Grant Revenue:

If your department/committee receives funds (as from a grant) designated for a particular purpose outside the General Fund, please describe below and list amounts on budget spreadsheet.

- MBLC construction grant (anticipated)
- MVCC grant
- Friends' donation
- Individual donations
- LSTA grant

Narrative:

Please give a brief narrative explaining any significant changes to your department/committee expected to occur in FY 2012 and the budgetary impact of them. Also describe any major accomplishments or services that may have or will occur for your department/committee.

The West Tisbury Free Public Library plans to renovate and expand its facility to meet the mounting needs of our growing community. The current library building, which opened in 1993, is 5,640 square feet. The Library would be renovated and enlarged by an estimated 7,360 square feet, yielding a total of approximately 13,000 square feet.

The Library will submit an application to the Massachusetts Board of Library Commissioners by January, 2012. It is expected that this grant will pay for approximately 50% of project costs. We will learn of the MBLC's decision in July of 2011. The West Tisbury Library Foundation was incorporated in 2010 with the goal of raising one quarter of the project costs from private donations. The Library will present two warrant articles at ATM 2011, to accept and expend state grants and to ask the town to approve the design, contingent on the receipt of the grant and donation of private funds. At ATM 2012, the Library will ask for funding of the project.

Town of West Tisbury
FY 2012 Budget Request Worksheet

Due by December 15, 2010

Library - 610

Revenue

Source/Description of Revenue	Fund	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate	FY 2012 Estimate
Miscellaneous Department Receipts	General	4,708	4,807	10,000	5,000.00
Receipts from passports	General	4,521	3,348	5,000	5,000.00
Fines	General	2,543	2,644	4,500	4,000.00
Gifts and Interest	Trust	7,371	25,902	7,500	50,500.00
Martin Fund (Interest-Expendable)	Trust	4	5	3	3.00
Hancock Fund (Interest-Expendable)	Trust	265	99	1,750	1,750.00
State Aid to Libraries	Special/Restricted	7,218	7,487	10,500	6,500.00
County Dog Funds	Special/Restricted	2,624	2,570	2,000	2,000.00
LSTA Grants	Special/Restricted		12,500	10,000	7,500.00
Cox Grant	Special/Restricted		6,000	0	0.00
MVCC Grant	Special/Restricted		1,000	1,000	800.00
Total Revenue Generated		29,254	66,362	52,253	83,053.00

Personal Services

		Grade	Step	Hours/Week	Weeks/Year	Hourly Rate*	FY 2009 Actual	FY 2010 Actual	FY 2011 Budget	FY 2012 Request
Librarian (BK)	Wages	J	4	40	1.8	32.40			67,528	2,332.80
	Wages	J	5	40	50.4	34.02				68,584.32
Assistant Librarian - Children (ND)	Wages	H	8	30	52.2	33.27			50,057	52,100.82
	Longevity @ 1%									521.01
Assistant Librarian - Young Adult (CM)	Wages	H	3	30	8.8	26.07			39,239	6,882.48
	Wages	H	4	30	43.4	27.37				35,635.74
Head of Circulation (LC)	Wages	F	2	30	13.2	21.68			33,915	8,585.28
	Wages	F	3	30	39.0	22.76				26,629.20
IT/Reference (SK)	Wages	E	1	30	48.0	19.30			34,609	27,792.00
		E	2	30	4.2	20.27				2,554.02
Circulation Clerk (MF)	Wages	B	4	8	10.2	18.25			11,317	1,489.20
	Wages	B	5	8	42.0	19.16				6,437.76
Circulation Clerk (MH)	Wages	B	3	15	13.2	17.38			12,485	3,441.24
	Wages	B	4	15	39.0	18.25				10,676.25
Circulation Clerk (MM)	Wages	B	2	15	19.2	16.55			12,795	
	Wages	B	3	15	33.0	17.38				
Circulation Clerk (AH)	Wages	B	1	15	26.1	15.76				6,170.04
	Wages	B	2	15	26.1	16.55				6,479.33
Circulation Clerk (XX)	Wages	B	1	15	52.2	15.76				12,340.08
Circulation Clerk (JT)	Wages	B	2	15	45.8	16.55				11,369.85
	Wages	B	3	15	6.4	17.38				1,668.48
Summer Shelver/Page	Wages	SA	2	12.5	10.0	11.03			1,313	1,378.75
Summer Shelver	Wages	B	1	12.5	10.0	15.76			1,970	1,970.00
Vacation Coverage	Wages			320	/year	24.00			7,200	7,680.00
Total Personal Services							239,026	250,078	272,427	302,718.65
	Percent Change									11.1%

*0.0% preliminary wage scale adjustment

Expenses

		FY 2009 Actual	FY 2010 Actual	FY 2011 Budget	FY 2012 Request
Energy Services-Electricity	5212	5,841	6,133	6,000	6,500.00
Energy Services-Heating Oil	5214				
Energy Services-Propane Gas	5216	1,857	1,791	3,000	2,000.00
Repairs & Maintenance Services	5240	11,237	14,274	20,000	20,000.00
Rentals & Leases	5270			100	100.00
Other Property Services (includes custodial)	5290	10,663	8,605	13,500	13,000.00
Professional & Technical (Services)	5300	30	150	500	500.00
Professional & Technical (training/seminars)	5302	405	1,420	1,000	1,000.00
Communication-Postage/Shipping	5342	1,188	1,619	3,000	3,000.00
Communication-Telephone/Internet	5344	943	1,143	1,300	1,200.00
Communication-Notices/Ads	5346	350	2,765	100	500.00
Communication-Publications/TV	5348	146			
Other Purchased Services	5380	425	30	1,000	500.00
Office Supplies	5420	6,793	3,958	7,000	6,000.00
Building & Equipment Supplies	5430	2,725	522	4,000	2,000.00

Technology (computers & supplies)	5435	14,465	5,324	6,000	6,000.00
Custodial & Housekeeping Supplies	5450	1,556	1,499	2,000	2,000.00
Groundskeeping Supplies	5460				
Vehicular Supplies (includes gasoline)	5480				
Food & Food Service Supplies	5490	669	801	500	500.00
Educational Supplies	5510	2,204	3,677	1,000	2,000.00
Other Department Supplies	5580				
Travel	5710	696	3,960	2,000	2,000.00
Dues & Memberships	5730	515	648	400	600.00
Insurance Premiums	5740				
Other Unclassified Items	5780	0	206	1,000	1,000.00
Expense Subtotal		62,708	58,526	73,400	70,400.00
Library Materials (Books)	5580	70,496	73,961	80,688	65,000.00
Library Materials (Periodicals)	5581		4,990		4,200.00
Library Materials (Video)	5582		15,298		14,500.00
Materials Subtotal (Combined = 19.5% of Budget)		70,496	94,249	80,688	\$83,700.00
Total Expenses		133,204	152,775	154,088	154,100.00
Percent Change					0.0%

Legal Services

Legal Services	5305				
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Total Department/Committee		372,230	402,853	426,515	456,818.65
Percent Change			8%	6%	7.1%

Submitted by: _____

Date Completed: _____