

Meeting of the Jones Library Board of Trustees

November 10, 2009 at the Munson Memorial Library

Present: Patricia Holland, Sarah McKee, Carol Gray, Louis Greenbaum, Chris Hoffmann, Kathy Wang.

Also Present: Bonnie Isman, Library Director; Sue Hugus, Munson Memorial Librarian; Tina Swift, staff.

The meeting was called to order at 7:12 p.m.

Consideration of Minutes: Sept. 3, 2009 Page 2, The Town will plow the driveway this winter. The Town will waive the building inspection fee and an \$80 banner fee. Delete 'if there are meters.' 'Mr. Shaffer encouraged the Library to raise fines,' not "supported." Insert "on the ballot" after 'without splitting.' Add: Motion withdrawn. It was decided that individual trustees could do a telethon if they chose to.

Oct. 6, 2009 Change "Chris Holland." Also, add an "n" to make it Chris Hoffmann.

Oct. 22, 2009 Attach (electronically) the minutes of the September BCG meeting to these minutes. This will suffice as Pat's report. Fix Hoffmann (add an "n").

**Motion:** To accept the minutes of 9-3-09, 10-6-09, and 10-22-09 as amended. Motion by: Chris Hoffmann Second by: Kathy Wang. **Vote:** Unanimous.

President's Report: Ms. Holland told the group that a woman called who thinks the Library should have a challenge grant. This woman offered \$500. Ms. Holland said that she will try to supplement this amount.

Ms. Holland discussed the Budget Coordinating Group (BCG) meeting. Stephanie O'Keefe has established "take away points" which are consensus reached at the BCG meeting. The BCG wants three budget proposals. A \$4 Million shortfall is predicted. The BCG wants a budget submitted by November 19<sup>th</sup>. The Finance Committee will examine staffing costs with respect to different department's varying needs.

Discussion of presenting three different budgets ensued. Ms. Gray suggested submitting the effects of a level services budget, making the distinction that it is information from the Library explaining the effects of a level services budget, not a budget proposal. Ms. McKee agreed that showing the difference between a level services budget and a certification budget is important. She also stated that it "...is exceedingly important that the personnel costs" are calculated in the same way [across departments] because it will demonstrate that the Library employees are underpaid.

Ms. Isman pointed out that there will be a Four Towns meeting on Saturday, December 5<sup>th</sup>.

8:08 p.m. Bob Saul, Finance Committee, joined the group.

Treasurer's Report: The current invested funds balance is \$7,566,088.77. Sarah McKee delivered documents to Gage-Wiley last Monday and the endowment investments are now in Gage-Wiley's hands.

One note: The Admiral Funds with Vanguard are proprietary with Vanguard and they must be liquidated by Gage-Wiley.

The investment policy must be redone and the Investment Committee will complete the revisions.

Director's Report: Governor Patrick has made many mid year cuts, including \$500,000 in cuts to the library budgets. The Board of Library Commissioners has announced that they will cut back on the number of regions to three, possibly two regions. There is a new cherry sheet.

At a department heads' meeting, the Library department heads are working on a non-user survey (why people do not use the Library). Another survey would survey those who voted against the Library at the last Town Meeting. This might determine what they would support. The third type of survey suggested was a "Patron Exit" survey, asking people what they want as they exit the Library. Tony Maroulis, has created an impact survey which could measure the economic impact of the Library to the area. Ms. McKee suggested asking Becky Demling to head this survey. Ms. Gray would like the Trustees to be able to offer suggestions for any survey before it's implemented.

Ms. Isman discussed the FY2011 Funding Worksheet, telling the Trustees that the cost of reopening the Library on Fridays has not been put into the budget yet. She noted that the annual fund drive is estimated at \$55,000 and another "ambitious goal" would be to get \$20,000 from the Friends of the Jones Library. Ms. McKee noted that the Amherst Club has donated \$1,000 to the ESL program and she thanked them today. Ms. Isman said that there is a decrease in the private funds which is combined with a decrease in other funding. A level services budget is plus 5%, so using the preceding, there would be a gap of \$76,000 in the Library budget. Ms. Gray requested keeping the level services budget, but adding the certification budget which, Ms. Isman pointed out, would increase the gap to \$96,000. The back of the chart shows a comparison of 2001 to 2011. The year 2001 was a high point in state aid (31% more then). The endowment support was high, since it was just before Enron.

Ms. Gray wants a breakdown of 'what things cost' to see what a skeleton crew would cost. Mr. Greenbaum asked Mr. Saul, 'Why is it that the Finance Committee decides what is appropriate funding for the Library – and it's woefully low?' Mr. Saul said he feels that the Trustees must graphically represent the circulation numbers and contribution numbers to the Finance Committee to sway them and Town Meeting toward more funding for the Library. He also noted that the endowment is really a liability since anyone who is 'poor' and sees the endowment, that person perceives the Library as "rich." Mr. Greenbaum and Ms. Gray both forcefully stated that their fiduciary responsibility requires saving and strengthening the endowment. Mr. Saul will report back to the Finance Committee that the Library has documented increasing use and declining funding. Also that Library State aid is declining. The case that every department head makes sounds dire. In absolute dollars, Ms. Isman said, we are asking for \$60,000 to meet the certification level.

Community Preservation Act: Last year, the Library requested \$65,000 for Library repairs on the exterior. The Town funds which were recommended totaled \$55,000. This year, Ms. Isman will bundle all of the previously funded capital plans together into an RFQ, totaling over \$100,000 and there will be one team and one architect working on all of the projects. Proposals must be submitted to CPAC by

November 19<sup>th</sup>. Ms. Isman suggested that the Trustees ask for the remaining \$40,000 for the remaining roof repair. Ms. Gray feels that some emergency repairs must be done on the slate roof and a very specific cost must be presented to CPAC. CPAC will want to know what must be encumbered. Ms. Isman wants to pursue more roof repair and HVAC funding. Ms. Gray wants to see new bids for the work by December. Mr. Greenbaum suggested bringing both projects to CPAC by November 19<sup>th</sup>. The next CPAC application deadline is December 10<sup>th</sup>.

**Motion:** That we get new estimates on everything that we're bringing to CPAC. Motion by: Carol Gray.  
Second by: No second, motion dies.

Ms. Gray called Amherst coffee houses looking for information and nobody responded. She will send a letter asking if a local vendor is interested in selling coffee in the Library. Ms. Gray talked to the woman who sells coffee at the Forbes and she is not making much money and does not wish to sell coffee at the Jones. Ms. Gray is interested in renting out two rooms at the Library. She wants to advertise on Craig's list.

Mr. Greenbaum reiterated that the presentation to CPAC should be very specific. Ms. Gray wants to see increased circulation statistics. Ms. Isman asked the Trustees to look at the fundraising letter draft. Ms. Wang's draft is designed to compel people to donate and to demonstrate the real need for private funding.

The meeting adjourned at 10:14 p.m.

Respectfully submitted,

Sarah McKee, Clerk

Tina Swift, Transcriber