

Approved as amended
3/15/11

Meeting of the Board of Trustees of the Jones Library and of the Town Library

Tuesday, March 8, 2011 The Trustees' Room of The Jones Library, Amherst

Trustees Present: Patricia Holland, President; Sarah McKee, Chris Hoffmann, Emily Lewis,

Trustees Absent: Carol Gray, one vacant seat

Staff Present: Acting Director Tevis Kimball, Children's Department head Sondra Radosh,
Building Supervisor George Hicks

Public: Ed Wilfert

The meeting was called to order at: 7:02 p.m.

There were no minutes presented.

There was no public comment.

There was no President's report.

Director's Report:

Fundraising: Norton Juster is celebrating the 50th anniversary of "The Phantom Toll Booth" in September. He graciously offered to do fundraising for the Library in conjunction with this. He'll put Tollbooth publisher Random House in touch with the Jones.

Ann Hulme, a Jones volunteer in cataloguing and an experienced fundraiser, has offered to do a "Jumping for the Jones" fundraiser with the schools. It is a sort of jump rope contest. Ms. Hulme is to come to the next Fundraising Committee meeting. Ms. Holland would like to see fundraising accomplished before Town Meeting in order to decrease the deficit in the FY2012 budget.

Old Business:

Trustees' and Friends' agreement on procedures for the Woodbury gift and bequest:
Ms. McKee is partially done with this proposal. Chris Milne and Judee Rainville from Gage, Wiley will look at the agreement to see if they can work with it. It was suggested that the Trustees give this document to Attorney Hart, attorney to the trustee for Professor Woodbury. Ms. Bonnie Vigeland, President of the Friends of the Jones Library System, has seen the draft

and thought that it seemed acceptable. Ms. McKee will send this document to Gage Wiley within a couple of days. Ms. Holland requested a definite proposal at the next meeting.

Kuhn, Riddle Architects: work on renovating the Large Meeting Room, to be renamed the Woodbury Room: Ms. Holland, Ms. Kimball, and Ms. McKee met today with architect John Kuhn to see how much less than \$150,000 the Woodbury renovations could cost by eliminating proposed custom storage construction and associated changes to the HVAC system, plus eliminating proposed changes to the sprinkler system to accommodate a possible lighting design. Ms. Holland then discussed this by phone with Ms. Bonnie Vigeland, President of the Friends of the Jones Library, who was pleased with the meeting's results.

Mr. Kuhn tallied \$60,000 for new carpeting, Audio Visual equipment, new ceiling tiles, new lighting fixtures, and painting. This excludes new chairs; replacing kitchen doors; replacing wood trim; and installation of a crafts sink in the kitchen. Mr. Kuhn still needs an electrician's estimate for wiring the lighting. The renovation can be done in phases. Ms. Lewis wants to add the items deleted even if it costs more money so that the Woodbury Room will look good, and to extend the new floor covering from the interior door of the room as far as the rest rooms. Mr. Kuhn will cost out all of the items. He said that this can be complete by Founders' Day in September. Mr. Kuhn had suggested hiring Teagno to do the cost estimating, though if we eliminate the HVAC and sprinkler work this would be much easier. Ms. Holland asked George Hicks if he would ask for bids and save the cost of hiring a firm. Mr. Hicks agreed. Ms. Kimball: Are there further Woodbury expenditures planned. Ms. McKee: The Woodbury Room is the only project that the Friends have approved. At the recent Investment Committee meeting, Mr. Chris Milne of Gage, Wiley suggested that once the Woodbury Room is paid for, the rest of the Woodbury money be invested in order to make the principal last in perpetuity. Ms. Kimball wants it on the record that Mr. Hicks needs to be the on-site construction manager even if there is a construction manager, because of staff with sensitivities (such as to paint).

Motion by Ms. Holland: To pay Kuhn, Riddle \$1235.00 (invoice dated 2/5/11) from the Woodbury funds for architectural and design work already done for the Woodbury Room project. Second by Ms. Lewis. 3 ayes, 1 recusal (Chris Hoffmann).

Motion by Ms. Lewis: To thank the Friends of the Jones Library for paying \$1635 of the initial costs for the Woodbury Room. Second by Ms. Holland. 3 ayes, 1 recusal (Chris Hoffmann).

FY2012 Budget: Budget Coordinating Group (BCG):

Ms. Holland had emailed the Trustees the BCG's summary points for Boards and Committees. \$1.7 Million of cuts townwide have been reduced to \$0.7 Million based on an educated guess about improved state funding. Mr. Sandy Pooler, new Town Finance Director, was amazed at how little information was coming from Beacon Hill. The BCG sheet includes \$8,000 as "current

request” for the Library, less than we would get based on the Library’s 3.7% of the Town budget. The next meeting will be on March 17 and the BCG wants the request totals divided into two categories: top funding priorities, and a tier 2 – secondary priorities in case the required cuts become \$1.5 Million. BCG wants a chart on the implications of Tier 1 and Tier 2 cuts on the FY12 Library budget. Ms. Kimball: The funding sources for next year “are daunting.”

FY2012 Budget: Cuts at Library: The Interim Team and Sarah McKee went over the cut list last Friday. Result: attached list, in priority order. When restoring cuts, it would be from the bottom up.

1. Cut unfilled position
2. Close Friday afternoons – impacts part time, non benefitted \$9,000
3. Cut position, non professional
4. New position, revenue source = gift funds
5. One week furlough for professional staff
6. Cut part time staff in Children’s Department on Monday afternoons
7. Reduce Office Supplies
8. Close both branches on Sat. mornings.
9. Cut vacant position to 20 hours (from 32.5 hours): Adult Services Librarian
10. No professional COLA
11. Hire new Director in January of 2012 (6 month Interim Team would cost \$20,000, but save some by not filling the director’s position for six months.)

Ms. Kimball: Trustees may want to change the order of cuts. A furlough plus no COLA is too much for the professional staff. It’s unclear whether there will be a non-union COLA for the rest of the town. Having the North Amherst librarian serve also as Adult Services Librarian has been difficult for the organization. Library saved about \$20,000 in electricity and gas in FY2011, mostly because the elevator was out of commission. Trustees must consider their commitment to the branches when the fiscal position has become more and more difficult, suggesting the Saturday closings.

The Trustees will meet with the Finance Committee on March 10, 2011. Ms. Kimball: Even if Town Meeting votes the Municipal Appropriation Requirement level of funding for FY2012, the Library has a deficit of \$88,000. Ms. Lewis asked how number 2 and number 8 were positioned. Ms. Radosh: The branches came late in the possible cuts. This would put the branches back to 16 hours per week. Friday afternoons garner the lowest circulation and patron counts, even though many teens use the Library as a gathering place then. Ms. Kimball: Trustees may change the order of the cuts if they wish. Ms. Holland: Mark Power of The Harp Pub has offered to do another barbecue/fundraiser for the Library!

Ms. Holland suggested moving the closing of the branches on Saturday to number 3, making the closing more likely. Ms. Holland: Will a one week furlough among the professional staff would mean closing the Library? Ms. Kimball: The staff position has been if they are giving up a week of salary, they want the Library to close to show the public that the staff is really giving up something big. Ms. Holland suggested big signs telling the public that 'this is why' – because of insufficient funding. The Trustees will move number 7 up to number 2. 8 will be moved up to 3. Ms. McKee: More willing to put closing Jones on Friday afternoons & the branches on Sat. a.m. high on list together since Mr. Power has offered a barbecue fundraiser and we might well be able to raise the money that way to reopen Ms. Holland asked Ms. Kimball to figure out the tiers and Ms. Kimball asked for explanation. Ms. Lewis wants this idea of tiers clarified by the Finance Committee. The Trustees reached consensus.

Charges for the Three New Oversight Committees: Will consider next time. The Budget and Audit Committee, Mr. Hoffmann and Ms. McKee, will meet with the auditors to go over the draft FY2010 audit. Ms. McKee will call Romano and Pascucci, the auditors, and set a time to meet.

Use of Donor-Restricted Donations for Specific Purposes: Ms. McKee suggested deferring this for discussion with the CPA, as part of whole accounting picture.

Posting Director's Position: Mandatory newspaper ads plus an optional but desirable ad with the African American caucus of the American Library Association will cost ~\$1000. Trustees OKd this in principle. Ms. Kimball is to find sufficient money to cover these ads. Extensive on-line postings are free.

Position Description for New Director: Ms. McKee brought the former job description plus a draft with proposed additions in green. Assuming a Library Board & Town Human Resources OK, this will go to the Personnel Board on March 16 for its approval. After approval, the ads for a new director will be posted. Ms. McKee: The document with the green sees the new director as a visionary who can fundraise. This description builds on the former administrator position, which was rather top-down. Ms. Radosh suggested that the candidate should have an MLS, changing the desired qualifications to "must have an MLS." Ms. McKee said that the Jones could have a Director without an MLS for three years only, but Ms. Radosh recounted a Jones Library Director going for an advanced degree who was at her desk only nine days out of the month. By consensus, the Trustees added, "must have an MLS."

Motion: By Ms. Lewis: to take the new position director description as modified to Human Resources. Second by Chris Hoffmann. All Ayes.

Assistant Library Director: The Trustees want a part time Assistant Director. Establishment of this position is overdue. Ms. Kimball: It could be fairly easy: position would be ½ current job at

current status, and ½ as Assistant Director at one salary classification up. We don't know how many of the Interim Team will want to continue past June 2011. The Trustees want to get the position description in place for the next Personnel Board meeting.

Mass. State Preservation Grant: To preserve Jones Library original chimneys. Applications are due on March 25, 2011. Ms. Gray by email: Application is not feasible because it requires matching funds up front. Mr. Hicks: counted six times where it states that there needs to be proof of \$60,000 in place for this grant. Mr. Hicks said chimney number 4 is in the most disrepair.

Atrium elevator is back in service!

Upcoming meetings:

Trustees: Tuesday, March 22, at 7:00 p.m. in the Trustees' Room.

Trustees with Select Board on Monday, April 4, at 6 p.m. with the Trustees in the Town Room to select a Trustee to fill open seat of Kathy Wang until Town election next March.

Trustees: Tuesday, April 5 (regular monthly meeting as well as annual meeting) at 7:00 p.m. in the Trustees' Room.

The meeting adjourned at 9:35 p.m.

Documents:

Existing position description for Library Director

Library Director position description with suggested modifications in green

Respectfully submitted,

Sarah McKee

Clerk of the Jones Library Board of Trustees

