

WHITING LIBRARY BOARD OF TRUSTEES

Minutes — January 11, 2021

Trustees:

Robert Nied, Chair - Present
David Lord, Vice Chair - Present
Ed Grossman, Treasurer - Present
Lyza Gardner, Secretary - Present
Colleen Garvey - Present
Cathy Hasbrouck - Present
Vanessa Heybyrne - Absent

Others Present:

Deirdre Doran, Library Director

CALL MEETING TO ORDER

Chair Robert Nied called the meeting to order at 9:37AM on the Zoom platform.

APPROVE MINUTES OF DECEMBER 14, 2020 MEETING

A motion was made (Cathy/Ed) to approve the minutes of the December 14, 2020, meeting, amended to fix the spelling of Robert Nied's last name in the first paragraph. Approved by all present.

PERSONNEL COMMITTEE REPORT

The Town office needs information for input on employee compensation for 2021 today (day of meeting: January 11, 2021). The Personnel Committee met on December 30, 2020. Following on from executive session, the Committee made the following recommendations:

- A 4% increase in salary for the Library Director, in addition to the previously-discussed health-benefit stipend;
- A 4% increase in salary for the Library Youth Services Director, in addition to the previously-discussed health-benefit stipend;
- A 4% increase in salary for the Library Assistant

A motion to accept the Committee's three recommendations for staff compensation, with compensation to take effect on January 1, 2021, was made (Lyza/Colleen). Approved by all present.

TREASURER'S REPORT

The liability-insurance line item that appeared on the Library's financial reports has been tracked down: it does not impact the Library's budget. The Library will not need to use the checking account draw this year.

Annual withdrawal from Preservation Fund

The 5% annual draw from the Preservation Fund, as approved in the last meeting and supported by the Investment Policy, has been effected. It is not yet reflected in financial reports from the town (as of December 31, 2020). The draw for 2020 was \$8,478.05.

There was some discussion about the possibility of executing the allowed 5% draw for 2021 in the immediate term among concerns about market volatility. The topic was eventually tabled; consensus was reached that Robert Nied and/or Ed Grossman would contact the Fund's account managers for advice. The Board is able to hold a Special Meeting if financial advice is to execute the yearly draw.

Recap of 2020 fundraising effort

The Library surpassed its fundraising goal for 2020; the total exceeded \$20,000.

Andover update

Andover's Select Board has met and granted the Library's requested 4% budget increase for 2021.

Issue with Taxpayer Identification Number (TIN)

The Taxpayer Identification Number (TIN) being used by the Library has a mismatch with IRS records. The TIN the Library is using is associated with the Town instead of the Library specifically. Remus Preda, Preservation Fund advisor, is also an attorney and provided Ed Grossman with some suggested remedies. Ed Grossman and Robert Nied will contact Town Clerk Deb Aldrich as soon as possible to try to reconcile the situation. If a solution isn't straightforward, the Library has access to the Town's Council, Jim Carroll.

DIRECTOR/YOUTH SERVICES REPORT

Library Director Deirdre Doran said that December was a quiet month. She performed the quarterly building inspection, and there was progress on fixing a few things in the Library.

An electrician came and fixed the emergency-exit lighting. The electrician also looked at the outdoor lighting system. He said the outdoor system was on a malfunctioning timer system and recommended waiting for the warm season for repair as some components may be inaccessible due to snow.

Status of front door fire code issue

The front door cannot be opened from the inside when locked without using a key, which violates fire code. A replacement of the door handle is in progress; Countryside Lock and Alarm reports that required parts have been ordered. Replacing the handle is the least expensive solution.

Status of heating system issues

BART is now the Town's propane fuel provider. On one day in the past month, the furnace didn't work; A BART technician came—it turns out that that technician is familiar with the system.

Robert Nied asked if communication needed to be reset regarding the system's overall challenges, now that BART is the provider.

Deirdre Doran said no—that bigger-picture fix still involved Chris Taft.

Robert Nied asked about the ALA Libraries Transforming Communities grant. The Library was not awarded the grant in the first round, but could try again in March. Deirdre Doran said that she received useful feedback about how to enhance the grant application for the next round.

Ed Grossman mentioned a Dollar General library grant that the Library didn't win a year or two ago, but that that grant was available again.

Robert Nied realized that the treasurer's report had not been officially approved. A motion was made to approve the treasurer's report as presented (David/Lyza). Approved by all present.

NEW BUSINESS

2021 meeting schedules

The Board discussed the possibility of adjusting monthly meeting times to be more convenient for the Library Director and Trustees. The meeting time of 9:30AM on Mondays is challenging for those with full schedules and work. Also, now that the Library is closed on Mondays, Deirdre Doran has to join on her day off.

The discussion was tabled until the next meeting, and Trustees are encouraged to consider schedules and suggest better times at the next meeting.

Robert Nied brought up that Trustees should ultimately have specific email addresses for Library business (instead of using personal email addresses).

2021 organization tasks

Robert Nied said that the Board will need an organizational meeting soon to establish officers of the Board, committees, etc., after Town Meeting.

There are three Trustees whose terms are expiring in March, 2021: Robert Nied, Lyza Gardner and Vanessa Heybyrne. Both Robert and Lyza will be on the ballot. Vanessa will not be running. This leaves one open Trustee position. A consent form needs to be filed by any candidate by Jan. 25 (there is a COVID exemption this year from collecting signatures on a petition).

OLD BUSINESS

N/A

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

N/A

PUBLIC COMMENT

N/A

ADJOURN

There being no further business, a motion to adjourn was made (Lyza/Cathy) and unanimously approved. The Board was adjourned at 10:39AM until the next meeting on February 8, 2021.

Respectfully Submitted,

Lyza Gardner, Secretary