

Library Board of Trustees

Finance Sub-Committee Meeting

January 29, 2024

In attendance: Aimie Westphal, Library Director; Meghan Fahey, Library Archivist; Library Trustees Jessica Ducrow and Anne Campbell, and Mary Chatigny, Library Trustee and chair of finance sub-committee.

Meeting called to order at 3:00pm.

The Library Director presented her proposed 2025 library budget. Based on the formula outlined by the Municipal Appropriation Requirement (MAR), the proposed budget for FY25 is \$902,856. This proposed budget is an increase of 1.2% over FY24, or \$11,010. The mayor requested that budgets be level funded for FY25 yet in order to meet the MAR and not apply for a waiver, the director proposes we budget at the MAR level.

In order to meet the required state funding level, 15% of the budget is to be spent on materials, in this case \$135,428. The library director has budgeted \$133,650 towards materials and the difference of \$1,778 will need to be come from other budget lines rather than the books & periodicals.

Discussion was had on staffing levels being at the lowest since FY18 and how that impacts the budget especially when someone is out sick or on vacation and you need to cover with overtime or close the library. In addition, the Library Director noted that her administrative support position has been cut to two hours/week

Discussion was had on the Library's capital plan and the realization that the DPW does not have staff that would be able to oversee the projects for the copper work repairs to the gutters and flashing nor the accessible ramp. The Library would need to look for an engineer/project management outside of the DPW for assistance which could raise the project costs for the copper work to about \$175,000 and the ramp to over \$30,000. Currently the capital plan had estimated costs of \$67,550 and \$24,000 respectively.

A motion was made by Anne Campbell to recommend the MAR budget as presented and seconded by Jessica Ducrow. Vote was unanimous.

The Finance Committee members were in agreement on setting the accessible ramp repairs and copper work/gutter repairs as priorities in the capital plan.

Motion was made by Jessica Ducrow, seconded by Anne Campbell, to adjourn the meeting. Meeting was adjourned at 4:20pm.