

**Dublin Budget Committee  
Meeting Minutes  
November 19, 2019**

Present: Steve Baldwin, Nancy Campbell, Charlie Champagne (Chairman), Dale Gabel (Selectman's Representative), Bill Gurney, Judy Knapp and Susie Vogel

Also present: Sherry Miller (Town Administrator), Bruce Simpson and Celeste Snitko.

Meeting called to order at 7:00 p.m. by Chairman Champagne. Minutes from the November 12, 2019 meeting were moved, seconded and approved as amended.

Bruce Simpson presented the **Planning Board** budget.

All lines are the same as 2019 budget except the following:

**Secretary:** decrease from \$2,600 to **\$2,200** because the Secretary has attended fewer meetings. This also affects the Social Security and Medicare lines.

**Newspaper Notifications:** Bruce was leaving the line the same (\$250), but after it was pointed out that the expense was more than the budget in the prior 2 years, the line was increased to \$325.

**Master Plan:** There will be a warrant article to put \$1,000 in the Master Plan Expendable Trust Fund in 2020.

Bruce mentioned there may be an ordinance change regarding transient housing. Total budget \$4,801, down from \$5,302 in 2019, mainly because the board didn't meet as many times in 2019.

No one appeared from the Board of Adjustment to present a budget.

Dale gave the following updates, some in response to questions raised:

1. COLA will probably be 1.6%, but there will also be some other increases based on the compensation study. Compensation will be discussed at the 12/10 meeting.
2. There is no other full-time police officer yet. Officer Blair is still doing field training. There have been no complaints regarding the lack of police, as the Chief has been creative with his resources. The new police cruiser still has not arrived and probably won't until sometime in December.
3. Post Office/General Store parking lot and entrance drainage construction was started Monday and stopped because of weather.
4. The Route 9 detour is done and the signs are down. The street light repairs will be done in the spring if not done before winter sets in.
5. Broadband informational meeting will be held on 12/7 at the Library.

Celeste Snitko, Chair of the Library Trustees, presented the **revised Library budget**.

Celeste updated the Committee on the status for the search for a new Library Director. The Trustees have hired an interim director, retired librarian Suzanne Haldane of Peterborough, who will be able to fill in until April. There is a search committee of 4 people; 2 Trustees and 2 members from Friends of the Library. The Director's job description has to be updated. The Committee prefers to find a Director with an MLS or at the least a BA (most similar sized libraries in the area have a Director with a BA). Ads will

be posted online at the NH Library Association site and at local colleges, especially those with MLS programs.

**Library Director salary- \$34,944;** up from \$29,062 in 2019. The hourly rate for this position would be \$24/hour for 28 hours/week, based on a study showing hourly rates of \$22-\$25 for similar positions in area libraries. Some smaller libraries also offer benefits at 35 hours/week.

**Librarian and Assistants' salaries- \$26,481** up from \$23,674 in 2019. Celeste reported the assistants are getting \$12-\$14/hour and the Trustees would like to give the assistants \$16/hour. It is unclear how many hours each person is working or if all employees would be increased to \$16/hour.

**Cleaning salary- \$5,733** up from \$5,212 in 2019. This person works 7 hours/week, however he is working both Friday and Saturday. This figure includes the hours worked shoveling during the winter.

It was pointed out to Celeste that if these raises are given, the individuals would not be eligible to receive a COLA increase this year.

**Computer- \$4,300** up from \$1,000 in 2019. \$2,300 of this increase is a one-time expense for Apollo Library software. This software enables the patrons to check on the availability of books online and reserve and renew books online. Apollo runs in the cloud and is updated automatically. The other \$1,000 is to buy one new computer. It is unclear if additional funds will need to be added to the computer line for equipment related to the change to the Apollo software, e.g., for bar code scanning.

**Supplies-** Does this line need to increase because of the new software system and scanning? For example, new plastic bar-coded library cards will be needed to replace the current cardboard cards.

**Professional development-** This line includes dues. It was suggested that a new director might like to provide for continuing education for the staff and/or for training in the use of the new software, therefore, should this amount be increased?

Susie inquired about the possible use of library funds to pay for some of this equipment or if funds could be donated for this purpose. Celeste said there have been gifts for specific projects.

Due to questions raised by the Budget Committee regarding hours, wages, equipment needs, etc., Celeste may have revised figures when she meets with the BOS on Dec. 9th.

The next meeting is scheduled for December 3rd at 7:00 pm with the Recreation Committee and representatives from the Capital Improvements Committee. There being no further business, the meeting adjourned at 8:12 pm.

Respectfully submitted,

Nancy E. Campbell, Co-Secretary