

FINAL

DUBLIN PUBLIC LIBRARY

Trustees Meeting OCTOBER 18. 2022

(Meeting began at 12:10 pm)

Attending: N. Cayford (Chair, on Zoom), B. Haire, J. Rizzo, M. Hulslander, J. Finnegan, C. Sprague

Absent: E. Bennett, W. Gurney, R. Lovett

Purpose: Budget Process and Data Needed for 10/25 at 7:45 p.m. meeting with Budget Committee

C. Sprague moved/N. Cayford seconded that our backup to make presentation if Rachael is not available due to illness is James Finnegan as Treasurer, supported by selected Trustees to represent different initiatives. Motion passed.

Audience is Budget Committee -

William Gurney	Chair
Judy Knapp	Member
Nancy Campbell	Member
K Vanderbilt	Member
Susanne Vogel	Member
Peter S. Thomas	Member
Carole Monroe	Select Board Representative

Process – We need to respond to Select Board’s request for data on staff hours right away. Last meeting, Rachel showed us a multicolor table with each staff member’s hours on a weekly basis, but trustees requested a simpler presentation.

We have an upcoming meeting on 10/25 at 7:45 p.m. with the Budget Committee to present revised budget using current staffing level, with additional funds for program and technology.

- Survey shows shortage of adult programs, and increased program (\$1000) budget is for adult programs
- Need \$100 to begin technology audit.

To prepare for the Budget Committee meeting –

- They want a flat budget, but our only way to do this is to cut staff hours.
- Need to respond to their request for data about number of staff hours per week

- Assumptions underlying this year's budget proposal

- * Inflation is 8% - fact
- * Town built in 70% increase in fuel/electricity costs
- * Circulation Desk staffing – our policy is that must have 2 ppl in library at all times (may include Rachael but she is paid higher than circ staff.)

- Needed for meeting with Budget Committee :

- * Need to confirm policy on staffing: 2 ppl in library or 2 ppl on circ desk?
- * Need job descriptions for Director and Library Assistants.
- * Need to understand data behind C. Raymond's average of 3.5 FTE at circ desk
- * Need simplified table that shows current library staffing
- * Note that we are working without a custodian – creates more work for other staff.

Meeting adjourned at 12:55 p.m.