

Board of Library Trustees Meeting

Meeting Minutes

September 10, 2021 @ 1:00 with attendees Lara Berry, Jack O'Reilly, Cathy Hazelton, Peter Welsh, and Meghann Wayss

Next Meeting date Tuesday October 19th @ 5:30

Meeting started @ 1:07 and the August 19th, 2021 minutes were approved.

Motioned by Cathy Hazelton and seconded by Peter Welch.

Treasurer's Report:

- The libraries budget is on track. We are 57% under budget and more than ½ way through the year.
- The Trust funds have earned \$1,806 in interest (which is less than in past years due to a money management change that paid management fees out of the interest instead of the principal.
- Linda Wakefield (Three Bearings Fiduciary Advisors) has been brought in by Jennifer Mulstay (the Trustees of the Trust Funds) to collapse multiple small older library trust funds into one "Langdon Best use Fund". One fund will remain separate, only to be used for maintenance, called the "Langdon 1978".
- Trust fund income distribution continues quarterly vs. yearly

-While discussing the funds it was mentioned by a couple of board members (one being Jack O.) for the individual handling the accounts to present or provide a breakdown of the funds and their designated uses. Meghann W. had agreed with that sentiment as she stated she is just learning the structuring of all these pieces.

(If I misunderstood who Patricia vs. Linda and/or the bank accounts/vs. the trust funds) I will welcome clarification. Or I can just scratch this whole line.

Directors Report:

-Safety: Lara looked for a more concrete rule to be put in place, regarding sick calls during Covid, as the symptoms can often be mild. Cathy H. recommended that the staff (if presenting with symptoms or are feeling unwell) should stay home and not return until they have a negative test result. The Board agreed.

Budget:

Discussion regarding competitive WAGE REALIGNMENTS FOR 2022 the budget. Lara B. proposed that we increased Substitute staff pay from \$12.00 and hour to \$15.00 and hour to stay competitive. Cathy asked for a comparison between substitutes and part time employees. Lara said that staff pay increases would make our rates competitive with comparable library positions and allow the employees to feel valued. It was motioned by Cathy H. and seconded by Peter W. that Substitute wages be increased from \$12 ph to \$15 ph.

-Langdon Public Library staff do not receive COLA or step raises like other town employees. In 2020 the staff opted not receive raises. It was discussed that Full time (Lara and Amanda) and part time (Deb and Theresa) would be eligible for MERIT raises in 2022.

-Lara wants her merit increase to be that of \$35 per hour (over the median pay in the area). Lara said average pay in the seacoast for directors is \$34-36 per hour.

-The budget Lara proposed includes funds to provide merit raises for employees as they are eligible, which will be determined based on performance. The funds also are adequate to replace any employees who may leave, with competitive starting wages. While Langdon Public Library staff are not currently seeking other positions or planning

to retire- the budget will allot for appropriate merit raises and/or competitive starting wages for new employees.

-The 2022 Budget of \$252,635 was approved to accommodate the budget including and rate changes regarding dental, health, disability, and merit raises. Jack O. made the motion and was seconded by Cathy H. and Peter W.

-The library Trustees meet with the selectman regarding the budget on Monday October 4, 2021 @ 5:30. Lara wants the Board's support to advocate for her desired 6% merit raise and the Employees merit raises.

-The merit raises were confirmed to be performance based and to be decided upon by the board.

-Lara B also wanted to be able to use the non-participating healthcare benefit from the town. Jack. O was to follow up with Martha regarding the benefit.

Building:

- Everyone agrees the watering of the lawn 3 times a day until later discussed. And increasing the mowing deck height has resulted in better looking grass. Clover may be revisited at a later date
- Lara is currently looking to schedule some overdue maintenance regarding HVAC and is still interested in switching to East Coast HVAC.
- The outdoor Book drop and placement was discussed again but has not yet been purchased due to its \$5,000 cost and lack of historic district aesthetics. Some trustees pointed out the current position is convenient for patrons returning books, however, Lara and Staff have concerns regarding the distance especially during inclement weather in regards to safety and damage to library materials. It was decided to return the box to its former location next to the parking lot light to the south side of the access to the parking lot. It was noted the box may not survive the move as anchor bolts are severely corroded.
- Parking lot Follow-up list: Peter is following up with Eric regarding the light fixture(globes) and the meetinghouse light. Peter said Eric noticed someone had already over seeded when he went out with the broadcast spreader. Lara mentioned that the Organic First Lawn company did their annual aerate and overseed of the lawn recently, so they must have included it.
- \$72,600 has been expended on the parking lot and the remaining invoice is for \$11,000 to be paid out of the Warrant article. Jack O. recommended using the capitol reserve/maintenance fund to pay the invoice from the 2021 budget.
- \$3,055 to pay Eric Weinstein and \$3,000 already paid to Chris (parking lot project). Jack O. motioned to pay out of Trustee funds (account with Balance of \$45,000 balance) and seconded by Peter W.
- \$15,000 left in the maintenance account
- Peter W. getting estimate from Chris-Co regarding the drainage project for leaking foundation. Peter W. provided the contractor with a Sketch and an outline with scope of work. He is awaiting the quote. The Board approved up to \$5,500 for the

drainage project. Jack O motioned the approval for repair and was seconded by Cathy H. All in favor.

- Peter W. heading the list of CIP for the selectman which is wanted for September 22nd 2021. Some general items mentioned in the meeting are as follows:
 - Original library roof repair or replacement\$100,000
 - Connector roof(the oldest of all the roofs) 20,000
 - Addition Rood \$60,000
 - sealing of the basement \$? Eric Weinstein is the go-to on the drainage project
- Library Capital Reserve Warrant Article. To see if the town will vote to raise and appropriate the sum of \$20,000 to be placed in the Library Building Capital Reserve Fund. Motioned by Cathy H and Jack O. 2nd
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Donations:

- \$13 August donations. Accepted. Motioned by Cathy H. and Peter W.

Personnel:

-Deb and Theresa's performance reviews were completed as well as gave Amanda her annual Evaluation, which will be discussed in further detail when the employee is back from vacation.

-Staffing issues still persist. Lara will keep the board informed.

-Low Staff Moral due to personal stresses and what Lara and staff refer to as "taking care of others on the job". "Emotional labor" burdens meaning the Staff feels drained from working "with the public who benefits from unburdening themselves at the library". Lara feels "especially burned out" which Lara states is "typical for many directors in the state".

-Discussion regarding the Library Staff Appreciation dinner. Lara again mentioned she paid for the alcoholic beverages and as it came out to more than her own dinner's cost, "she emphasized that this dinner was for the Staff rather than for herself." The board clarified that it had been agreed to cover the entire event when the holiday dinner was discussed at a previous meeting and reminded the director it was her choice to have covered the Staff's drinks. Lara stated she did not realize this as she thought the terms were the same as previous years at Café Nostimo, in which alcohol was not purchased with library funds. We reiterated that in the future the holiday dinner event would be covered in its entirety within the board's set parameters.

-The Library is stating they are understaffed for it's 42 hours/week of open hours due to lack of sub availability. Lara covering on days off is contributing to her "burnout" and isn't always available due to her "outside responsibilities." Lara is finding it "difficult to figure out where and how to cut open hours to alleviate the problem, as staff availability

and “busy times” are unpredictable.” One of the Trustees(Meghann W. recommended that the hours of operation be modified to a 32 hour work week. With varied times). Lara said that those changes were difficult to determine due to lack of predictability.

Programming:

- Leaping Learners has limited attendees due to various community scheduling changes. When the story time was advertised on the Seacoast Kids calendar they had over 20 people the majority being non-residents.
- The teen advisory board run by Amanda and Lara has low attendance. 2 teens attended regularly and one has left to college. They (the two teens mentioned) had ideas for the program and were interested in continuing it, especially on school breaks.
- Due to staffing issues caused by death, illness, health issues, and family needs Lara B proposed a modification of hours as seen in other libraries. Lara stated it would “ take the burden of staffing the library off the shoulders of the director, the one salaried employee.” The board agreed that as a “last resort” the library could “occasionally close” (after exhausting all resources) due lack of staffing. In the event One staff member could still work, the library would stay closed but the individual could come in to work to get their hours (as to not penalize the able-bodied worker). The motion was called by Cathy H and seconded by Peter W.

Adjourn @ 5:30 Motioned by Jack O. and seconded by Cathy H.