

Wilton Library Association
October 28, 2009
Minutes

Present: Jeff Barbour, Shirley Bergin, Susan Diloreto, A.P. Duffy, Pat Gould, Janice Hess, Judy Higby, Marianne Howatson, Whitney Janeway, Greg Jansen, Ken Kempson, Kathy Leeds, Dan Mahoney, Lauren McLaughlin, Holly Sexton, Susan Sullivan, Elaine Tai-Lauria, Dave Waters, Diane Wilson.

Absent: Trish Clifford, David Clune, Glenn Hemmerle, Chris Hevesy, Michael Kaelin, Derrel Mason, Harry Somerdyk.

President Judy Higby called the meeting to order at 7:39 pm and thanked the Trustees for their participation.

The minutes from the previous meeting on September 23, 2009 were reviewed. Greg Jansen made a motion to approve the minutes. AP Duffy seconded. The motion was approved by general consent.

Treasurer's Report

Treasurer Greg Jansen presented the September Financials and informed the Board the Library is 25% through the fiscal year. Mr. Jansen reported that there are no areas of concern related to the forecast for the remainder of the fiscal year.

It was decided to send out a quarterly variance report to the BOS in addition to the financials.

A Profit and Loss Budget for Fiscal Year 2010-11 (Draft 10/15/09) was distributed and discussed:

OPERATING BUDGET

Mr. Jansen noted that in the proposed budget draft, Operating outside revenue is budgeted at a \$11,020 increase. That coupled with an increase in Operating expenses of \$99,828 would result in a Town Grant increase of 3.75% over last year. It was noted that the total Operating Revenue is budgeted higher than the increase in the Town Grant.

The salaries line item was discussed including the average salary increase of 3.5% in the draft budget. It was noted that Town employees received a 3.5% average increase in salaries last year, and the library employees received a 2% average increase. The Pension plan was discussed and it was noted that the Pension amount is given to the Library from the Town in advance and that the increase over last year is due to changes in the Actuaries assumptions based on market performance and other factors.

It was decided that guidance from Board of Selectmen (BOS) would be requested at the meeting scheduled for Monday, November 2 related to the budget. AP Duffy stated she would request the meeting be rescheduled with the BOS at the library.

It was noted that Utilities are expected to be lower this year due to a change in the electric company provider.

RESTRICTED BUDGET

Mr. Jansen noted that the Library raises almost \$700,000 per year and requested any suggestions or ideas for increasing funds be directed to Mr. Jansen, Ms. Leeds or Ms. Higby.

DIRECTORS REPORT

Kathy Leeds discussed the docent sign-up sheet and that was distributed at the last meeting and passed it around for those who did not get a chance to sign up previously. Ms. Leeds

also discussed the staff shadowing opportunities and directed any Trustees who have not completed a sheet, to fill one out.

Ms. Leeds informed the Board that a donation from the Shoff Trust was received.

DEVELOPMENT

Sue Sullivan informed the Board that Annual Appeal letters will be ready the week of November 9 and requested help from the Trustees to sign them.

It was noted that a Development meeting was held and that \$16,000 has been raised this fiscal year-to-date. Ms. Higby noted that a wine tasting event with Jeff Barbour is scheduled in November with 150 people already signed up. She also informed the Board that a large fund raising Gala is scheduled at the Library on May 15, 2010. It was reported that Ladies night grossed \$15,000 and netted \$11,500, and Triple Play grossed \$8,000 and netted \$5,000. It was requested to forward development ideas to Sue Sullivan and Judy Higby.

The Procedure for Proposals Regarding Revenue Initiatives and Ideas was discussed.

COMMITTEE REPORTS

Pat Gould requested assistance for Hazmat Day on October 31. Ms. Gould reported that help is needed to collect books at Miller School and unload books from vans at the Library at 3pm.

It was reported that the Risk Management Committee met including Maurice Segull and the Library's insurance company.

It was reported that the Technology Committee met and a detailed account of the library's equipment was reviewed. Elaine Tai-Lauria reported that there will be a task force starting in January to look at technology needs. She also reported that an overview of the network services department was discussed in addition to the library's website that was updated last year. Ms. Tai-Lauria indicated she would present an internet policy including wireless use with a recommendation to the Board in the future.

Ms. Higby strongly encouraged all Trustees to attend the Annual meeting in June 2010.

AP Duffy made a motion to adjourn, which was seconded by Jeff Barbour and carried unanimously.

There being no further business the meeting was adjourned at 8:53 pm.

Respectfully submitted,
Holly Sexton
Secretary