

Wilton Library Association
November 18, 2009
Minutes

Present: Trish Clifford, A.P. Duffy, Glenn Hemmerle, Pat Gould, Janice Hess, Judy Higby, Whitney Janeway, Greg Jansen, Michael Kaelin, Kathy Leeds, Dan Mahoney, Derrel Mason, Lauren McLaughlin, Holly Sexton, Harry Somerdyk, Susan Sullivan, Elaine Tai-Lauria, Susan Taylor, Dave Waters, Diane Wilson.

Absent: David Clune, Jeff Barbour, Shirley Bergin, Susan Diloreto, Chris Hevesy, Marianne Howatson, Ken Kempson.

President Judy Higby called the meeting to order at 7:30 pm and thanked the Trustees for their participation.

The minutes from the previous meeting on October 28, 2009 were reviewed. Dave Waters made a motion to approve the minutes. Susan Sullivan seconded. The motion was approved by general consent.

Treasurer's Report

Treasurer Greg Jansen presented the October financial statements with variance report. He informed the Board that currently there is no projected variance to budget regarding Operating Revenue. Mr. Jansen noted that there is a projected surplus of \$870 in Operating Expenses resulting from projected variances in pension benefits, technology, collection management system maintenance, and telecommunications maintenance.

Mr. Jansen stated that the Library is roughly on budget, but noted it is early in the fiscal year. He pointed out the large deficit in Y-T-D 7/1-10/31/09 (Column 2) will decrease as we move forward, but is due to the front loaded expenses that are paid early in the fiscal year.

As a result, Mr. Jansen proposed a **Policy on Borrowing from Funds to Cover Cash Flow**, explaining the policy is intended to outline, in a more formal way, the conditions under which short-term use of Temporarily Restricted funds for unrestricted purposes may take place, including how and when authority to borrow funds may take place, the time period in which funds must be replenished, and the necessity for a repayment plan overseen and reported to the Finance Committee of the Board of Trustees. Mr. Jansen stated that it was a good idea to formalize current practices in a policy and was good governance to put it in writing. Mr. Mahony asked where it would be put down in writing. Ms. Leeds responded that it would be recorded in the Finance Committee meeting minutes.

A **motion** to approve the Policy on Borrowing from Funds to Cover Cash Flow was made by AP Duffy, seconded by Dave Waters and unanimously approved.

The 2010-2011 revised budget draft was presented. Judy Higby reported that the Library was told unequivocally that the increase in the Town Grant would be zero. Ms. Higby explained that guidance regarding the proposed budget was needed by the Board in order for the Finance Committee to meet in emergency session prior to their quarterly meeting with the Board of Selectmen scheduled for Wednesday, December 2.

Discussion ensued regarding the proposed budget. It was noted that last month's proposed budget reflected a 3.75% increase in the Town Grant including a 3.5% merit increase in salaries. The current

proposed budget under discussion reflected a 2.76% increase in the Town Grant with salaries reduced to a 2% proposed increase.

Discussion ensued regarding priorities from the Board regarding the proposed budget. Michael Kaelin presented the HR Committee report. He stated that the Library is 10% behind peer libraries in compensation. Discussion ensued regarding the impact of potential reductions related to salaries, headcount, programs and collections, services and hours given there is a significant increase in library usage.

Trish Clifford facilitated an exercise to prioritize items in the budget for proposed adjustments by the Finance Committee at their next meeting to help formulate a final proposed budget. The tally on vote counts was as follows:

	No	Yes	Put an X next to 3 items that should be adjusted
Deficit budgeting	3	9	3x's
Technology \$10-20k	0	10	5x's
Professional development \$10,000	0	14	11x's
Hours Sunday \$48,000	10	0	0x's
Hours consider all days	0	3	6x's
Headcount Reduction	2	2	3xs
Restricted funds flexibility	0	10	5xs
Revenue Increase	0	18	6x's
Staffing flexibility (furloughs, unpaid leave)	0	12	8x's

Ms. Higby requested if anyone had different approaches or suggestions regarding reducing the budget to contact her, Greg Jansen or Kathy Leeds. Ms. Higby noted that an emergency Finance Committee/Executive Committee meeting would be held sometime prior to the meeting with the Board of Selectmen on December 2 and that authority was needed to approve the flat budget. It was noted that the Board would be notified via e-mail of the proposed changes and the Finance Committee/Executive Committee would not proceed without Board concurrence.

A motion was made by Derrel Mason to empower the Executive Committee to approve the proposed budget at the appropriate time, if necessary, prior to the next Board Meeting. Harry Somerdyk seconded the motion that was passed with only Dan Mahony voting against the motion.

COMMITTEE REPORTS

DEVELOPMENT

Sue Sullivan informed the Board that 1,800 Annual Appeal letters were mailed today. Ms. Sullivan noted that this is the first of three mailings. She informed the Board that everyone in Wilton will receive the Annual Report following the annual appeal letter.

Ms. Leeds reported that the Wine tasting event raised \$4,300.

Pat Gould reported that the Holiday book sale will begin on November 30, 2009 and it is typically a successful fundraiser.

OTHER

Ms. Higby and Ms. Leeds reviewed the names of individuals who are Life Members of Wilton Library Association and proposed Robert and Carol Russell and Tom Adams be appointed as Life Members.

AP Duffy made a motion to approve Robert Russell, Carol Russell, and Tom Adams as Life Members which was seconded by Dan Mahony and carried unanimously.

TECHNOLOGY

Elaine Tai-Lauria presented the technology update. She reported that the Technology Committee is drafting a revised internet use and wireless policy and will present to the Board at a future meeting.

ABC

Dave Waters reported on the status of the ABC house lease.

Ms. Higby wished the Board a Happy Thanksgiving, and a motion was made to adjourn the meeting unanimously.

There being no further business the meeting was adjourned at 9:10 pm.

Respectfully submitted,
Holly Sexton
Secretary