

**Milton Free Public Library Trustees
Minutes
August 7, 2014**

Attendees: Laurie Palmeira, Larry Brown, Betsy Baker, Les Elder

The meeting was called to order at 6:02 PM by Les Elder.

The budget for 2015 was discussed. Current staff salaries for 2014 including FICA and Medicare total \$26,124. Employees of the library consist of a Library Director, two Librarian Assistants, and one Page. A 4.7% salary increase for 2015 (1.7% COLA and 3% merit) would bring total salaries to \$27,352. Despite the increase, the salaries are still below those for employees at comparable libraries throughout the region. The total salary increase over 2014 is \$1,228 and represents only 0.02% of the projected \$55,012 budget for 2015 (library total library budget for 2014 is \$50,692).

Larry Brown made a motion as determined by the director's performance evaluation to possibly include both a 1.7% COLA salary increase for library staff as well as a 3% merit increase in the amount of \$1,228 for 2015. Laurie Palmeira seconded. All in favor.

Budget discussion continued: \$3,200 for contracted services will be staying the same as last year; custodial services is the same; electricity is projected to be 3% over 2014 estimates per guidance from Town of Milton; heating oil – we have not received contracted price as of meeting date; phone, fire alarm monitoring, etc. is \$950; supplies \$1,750; postage \$29; program supplies \$8,800; equipment purchases \$1,000; mileage and travel \$200; misc (background checks) \$50.

It was discussed that additional funding for structural repair and systems mechanical replacement would be provided for in Capital Improvement Plan (CIP) currently being worked on by the Board of Selectmen.

Larry Brown made a motion approve the meeting minutes as written from July 17, 2014. Laurie Palmeira seconded. Les Elder abstained.

Betsy Baker presented the Librarian's Report. Future goals for the library include improving the overall library building, increased community awareness of library programs and activities, and keeping the library up-to-date rapid changes in technology.

Patrons for the month of July 2014 included 244 adults, 47 teens, and 137 children. These numbers year-to-date (January 2014 to present) are \$1,309 adults, 234 teens, and 628 children. 57 patrons utilized the downloadable books consortium in July.

Les Elder provided the Treasurer's Report. Current checkbook balance is \$821.83. As of July 31, 2014, the library has utilized 55% of its budget at \$22,740.66. Currently there is \$20,000 in the Repairs and Maintenance Capital Reserve Fund and \$20,100 in the library CRF. Approximately \$18,000 of the library CRF will be encumbered for LCHIP should a matching grant be awarded in November.

Larry Brown made a motion to accept the treasurer's report to be placed on file. Laurie Palmeira seconded. All in favor.

The Library Trustees would like to schedule meetings for the first Thursday of every month at 6PM at the Library. The next meeting will be September 4th.

Larry Brown made a motion to close the meeting. Les Elder seconded. All in favor. Meeting adjourned at 7:37 PM.

Les Elder

Laurie Palmeira

Larry Brown