

November 25, 2019

Carrie Cooker, Eve Ermer, Anne Linehan, Jean Wolfe, Ben Wolfe

Meeting called to order at 7:00 pm

### **Secretary's Report**

Minutes from October 14, 2019 meeting were approved.

### **Treasurer's Report**

Federal labor law changes may affect library payroll there is a salary minimum of \$684 per week and this amount may not be pro-rated for part-time employees.

Anne will check with VLCT to see if Jean is exempt.

Some Oct. bills will show paid in Nov.

### **Librarian's Report**

Artspace reception was well attended.

Chess group and story hour attendance is growing.

Positive feedback on new Adults Writers' group.

X-mas program planning in progress; looking for new photographer as our usual one has a conflict for the date (Dec. 7)

We are keeping up on Best Seller's list--new books added to collection; old ones are weeded to book sale.

### **New Business**

Ann will create another graphic fund appeal letter for next meeting; Jean will put together statistics, etc. for the annual fundraising letter

Sharing out of mailing lists to occur at Dec. meeting.

### **Annual Budget**

No year-to-date in town meeting report because there is only 4 months of data to report by the submission deadline; would not be relevant by the time March meeting takes place.

Cash accounting discrepancy affected 18-19 actual reporting in the town report, but will be fine going forward.

We will change the wording on our report and add (back) \$1,000 for donations.

Health insurance costs will increase. Town provides 90% coverage on employees and 70% on spouses. Jean's coverage is in line with this; no budget increase needed.

Jean expects an increase in staff hours

Meeting adjourned 8:10 pm

### **Action Items**

Ben and Jean will create a list of expectations (wish list) for snow removal. This list will be sent to Carrie who will contact Jillian to determine who is providing this service for the town and what the contractual expectations are. We will then compare that information to our list.

Jean will get information to Anne for financial appeal. Anne will draft the appeal letter.

Eve will present the budget to the Select Board for inclusion in the Town Report and Warning for Town Meeting.

Anne and Sarah will research FLSA rules with VT League of Cities and Towns.

**Next meeting Monday, December 9.**