



Finance/Personnel Committee Meeting
Minutes
Monday, March 22, 2010, 9:00am
Story Time Room Lower Level

The meeting was called to order by Treasurer LaManna at 9:08am

Attending: Treasurer Joe LaManna, Trustee Jeff Finlay, Executive Director Lynn Elam

Absent: Trustee Mary Foster

Capital Plan

Jeff Finlay reported that the Facilities Committee had met and have been working with Phil Wade on revisions to the plan. Based on review of the plan and anticipated revenues, the committee determined that the elevator will be the only capital project for FY2010-2011 and that the upgrades should be paid from the Capital Reserve Fund. Staff was investigating the addition of a an outside book drop, but will defer this purchase until the following year.

The Facilities Committee determined that carpet squares could be replaced as necessary alleviating the need for an entire floor replacement. As requested by President Delaney, a bench can be purchased for the vestibule and the committee recommends setting aside \$2,000 from the FY2010-2011 operating fund surplus for this purchase.

The Facilities Committee is still investigating which windows need replacement. Finlay reported that none need to be replaced this year, and the recommendation from the Facilities Committee would be to fund window replacement from the Capital Reserve Fund.

Finlay reported that the Facilities Committee will review the final capital improvements plan as presented by Phil Wade and would likely request that \$50,000 be set aside each year for recommended projects.

Treasurer Joe LaManna stated that he was interested in prioritizing projects over a three to five year period as discussed by the Board of Trustees at the February monthly meeting.

FY2010-2011 Operating Budget Review

Upon review of the proposed operating budget and surplus funds, the Finance Committee directed Elam to make the following adjustments:

- Add \$35,000 to the Miscellaneous Repairs and Improvements line to pay for half of the elevator upgrades project
- Add \$2,000 to the Miscellaneous Repairs and Improvements line for maintenance to the carpet and purchase of a bench for the vestibule
- Make adjustment of \$11,000 for librarian's salaries to bring those positions in line with the results of the current Salary Survey submitted for review.
- Leave a \$6,000 surplus in the operating budget to replace funds from used book sales which may be used to purchase artwork for the Library

All changes were to be made and submitted to the Board for approval of the FY2010-2011 Operating Budget at the March 23, 2010 Board of Trustees meeting.

Salary Survey

Based on findings, the Finance Committee recommended adjusting the salaries of the librarians – Grade 6 position - to reflect the results of the salary survey conducted by Executive Director Lynn Elam as part of performance goals.

The Committee directed Elam to adjust the FY2010-2011 budget by \$11,000 and to work with managers to determine specific adjustments for staff.

There being no further business before the Committee, the meeting was adjourned at 10:15am.