

Hampton Falls Library Trustees
Budget Meeting **Oct. 22, 2007** Minutes *Final*

A special meeting was convened at 7:05 pm to discuss and decide on the operating and payroll budget for 2008. In attendance were Linda Coe, Chair, Linda Vander Els, Vice Chair, Susi Burke, Treasurer, Beverly Mutrie, Secretary, Hugh Schrier, Voting Alternate, Susan Smylie and Judy Haskell, Director. Absent: Ted Tocci, Selectman.

We have been asked by the Selectmen to deliver the budget by November 5th, prior to a budget hearing a week or so later. We do not have available to us the tax and benefits' numbers as the health insurance premiums have yet to be determined by LGC and the tax line items are dependent on the payroll increase.

S. Burke reported that the Citizen's credit card she researched required personal signature which was not acceptable, but it did allow for payment by automatic debit. She will ask the manager of the Hampton Falls branch if there is any leeway in the signatory requirement as the library is a governmental, non-profit entity. If that fails, she can ask about a debit card with a maximum of \$1000 per month debited.

S. Burke and J. Haskell handed out preliminary operating budget figures with current expenses which are totaled through September 30. Because of several items we felt were wrongly categorized, the treasurer will ask the town about changing/adding line items to the expense accounts. B. Mutrie thought that the category of Professional Services was used by the town for contracted services not subject to the default budget, no matter the subject. Considering this, our Library software support contract and perhaps the water company expense should go here. Since water is part of the building's utilities it could also fit into the #400s. The town will be asked their preference. We thought that we should add a new account #570 called Tech Support for the computer support guru. We also decided to rename the Technical Supplies (#690) account to become Book (Materials) Processing Supplies.

We decided to look into purchasing a new water dispenser machine that would negate lifting full bottles to save the lease fee, but still have the water jugs delivered. A bill from Lamprey Oil with a credit of \$180 was outstanding. The contract was for 1500 gallons at \$2.39 per gallon for 2007/08 was already decided. The oil contract for 2008-2009 is what will be budgeted tonight. We also asked the director to ask the cleaning company to submit at the minimum quarterly bills and specifically a final bill for the year by December 15 so that their account gets paid in full for 2007 and doesn't carry over to the next year. M & M Landscaping will be asked for a quote on spring cleanup and edging. We decided to budget \$800 on a professional perennial gardener to maintain our flower gardens.

The board then went through each line item, changing a few items so that the final operating budget was \$50,160 with a \$1200 offset from the building fund and donation money for new meeting room cabinets. Discussion ensued re last year's offset of \$8500 from interest and donation monies. Since we have been spending this year's donation monies, she will determine available funds for any offsets beyond the \$1200 after review with S. Hanson, former treasurer. The final operating number is approx. \$4000 more than last year. Increases are in the materials, program materials, custodial account (adding window cleaning and floor waxing) and other property services (landscaping) line items.

As the next item to discuss was payroll, the director was dismissed. Different methods of distributing any payroll increase were discussed. We also determined that contemplated increases were within the payscale committee's guidelines. Since we don't have final numbers for benefits and the cost of living adjustment for social security was 2.3%, the board decided upon a 3% increase to both the full-time and part-time employees' salary line items.

S. Smylie made a motion to accept the budget as discussed, H. Schrier seconded, all voted in favor. L. Coe made a motion to adjourn at 9:45 pm, seconded by L. Vander Els, with all in agreement. Respectfully submitted, Beverly Mutrie, Recording Secretary