

**Jones Memorial Library  
Trustee Meeting Minutes  
Tuesday, January 19, 2021  
*\*Meeting held via Zoom\****

\*The purpose of this meeting was to cut our proposed budget by \$20,000. The Village Trustees have reviewed the library's proposed budget and cannot currently recommend a \$20,000 withdrawal from the trust fund for 2021. The meeting was called to order at 7:20pm. Present were Trustees Joanne Williams, Tina Bailey, Joan Huguenin, Sandy Wilcox and Laura Lamonda, Library Director Marie Harm, and employee Mary Wood.

\*Here are the original proposed amounts and any changes that were agreed upon making.

Income:

Misc. Revenue-from \$50 to \$0.

Postage Reimbursement-from \$20 to \$0.

Fax income-from \$75 to \$10.

Donations-from \$500 to \$1300.

Conscience Box-from \$25 to \$0.

Sale of Books-from \$100 to \$50.

Village & Town-\$43,500 (stays the same).

Expense:

Repairs and Maintenance-from \$5,000 to \$2,500.

Janitor-from \$5,000 to \$2,500.

Technology-from \$2,000 to \$1,200.

Books-from \$7,000 to \$6,000.

Newspapers/Magazines-from \$300 to \$100.

Programs-from \$1,000 to \$500.

Electricity-from \$1,500 to \$1,200.

Water and Sewer-\$700 (stays the same).

Fuel-from \$7,000 to \$5,000.

Wages-from \$35,000 to ?????.

Office/Building Supplies-from \$2,000 to \$1,500.

Phone-\$500 (stays the same).

Training-from \$1,000 to \$500.

FICA-\$2,450 (stays the same).

Medicare-\$350 (stays the same).

Unemployment-\$350 (stays the same).

Topics brought up:

\*A donation of \$1,000 was given in December 2020 and will be reflected in the 2021 year.

\*Do people know that they can still use the fax and copy machines through curbside? This should be advertised on the Facebook page.

\*Who removes the snow for the library.

\*Blanchard Oil has recently come and replaced the nozzle and screen on the boiler, and cleaned the pump. Did not give any indication on how much longer the boiler may last.

\*Joan suggests Marie keep a file for any maintenance done in the building so that it is known what date anything was worked on or replaced. The library trustees have previously asked for this to be done.

\*Marie mentioned that there are grants for major repairs (such as boilers). She will speak with John Morley and ask for him to get her in touch with someone through the State of VT.

\*The newspapers/magazines are cut to 1 or 2 VT magazines, The Chronicle and The Northland Journal.

\*A man by the name of Andrew Fitt has taken the library's donated books and dvds. He will sell them online for the library.

\*Marie and staff are asked to make an outline of their job descriptions, and what their workload currently looks like.

\*As of now the budget was able to be cut by \$12,000. In order to reach a \$20,000 cut then \$8,000 more needs to come off. The only item left to cut from is wages, which are currently budgeted at \$35,000. There are many ways to do this, including cutting employee hours and strictly having one working employee at a time, closing the library for another day of the week, or shortening the hours per day opened (which could also lessen electric and heating bills). Marie will meet with her staff to discuss and plan to cut wages by \$8,000. She is asked to please respond to library trustees as soon as possible as they are hoping to resubmit the proposed budget by January 31st.

\*The next meeting is scheduled for Tuesday, January 26, 2021 at 7:15pm via Zoom.

\*The meeting was adjourned at 9:15pm.

*Minutes submitted by Laura Lamonda*