

11/29/18 RPL/LC Spec. RPL Budget Mtg. Minutes (APPROVED 1/17/19)

Rockport Public Library
PO Box 8, Rockport, ME 04856
207-236-3642 (www.rockport.lib.me.us)
Library Committee Meeting: 2019-2020 Budget
Thursday November 29, 2018 at Town Office/RR
Meeting called to order at 10:32 a.m. by LC Chair, Heaven Bartlett

Present:

Library Committee: Chair, Heaven Bartlett (2018-20); Sect. Stephanie Kumble (2013-16/2016-19);
Treas. Ann Filley (2016-19); Helen Shaw, (2018-2021); Excused absence/out of town - Elizabeth Dailey
(Liz), (2018-2021)

Library Director: Ben Blackmon

Friends' Liaison: (no official rep)

Select Board Liaison: Doug Cole, absent (he no longer able to attend mtgs.)

Guests: None

Announcements/Introductions: None

Consideration of Agenda: As is

Public Comment: None

Reports:

1) **Secretary:** Motion Shaw, second Filley to approve November 15, 2018 minutes as written; 3 in favor, 1 abstention (not at 11/15/18 mtg.)

2) **Director:**

- a) busy times - programming
- b) demolition to begin of old library - Dec. 3 - some things will be salvaged/recycled
- c) "Cocoa Palooooza" to be held in December
- d) Annual Appeal labels ready - mailing will be approx. 1000 - hopefully ready week of Dec. 3-9

3) **Warrant(s):** none

4) **Treasurer:** done at 11/15/18 mtg.

5) **Friends:** No report, no liaison

6) **Select Board:** No report, no rep

Unfinished Business: None

New Business: 2019-20 Proposed RPL Budget

1) Blackmon reported that in re. to town portion of RPL budget, Dept. Heads were told to do a 3% increase in personnel/benefits portion (paid by town - largest portion of budget). RPL staff = 9/people, 5/FTE (FTE = 40 hrs/week - Blackmon is salaried).

2) Blackmon's goal for RPL budget was net zero, but with no control over personnel/benefits (insurance alone for all town employees increased by 10%), not possible. But he did keep library portion at net zero.

3) Town Finance Director/Blackmon worked to consolidate various lines to make RPL budget more streamlined.

4) Bar graph on summary sheet showed actual expenditures/revenues for FY 15-16, 16-17, 17-18; for budget year 18-19; Dept. Hd. proposed 2019-20.

5) Pie Chart graph on last page of detailed proposed RPL budget showed "Library Funding - Municipal & Others," an 81% town/19% other breakdown. LC/Blackmon felt the goal for the split should be 75% town/25% other. Currently and with new library on horizon, decision to maintain status quo as much as possible. Expenses will change when new building is in place. Some possible areas for LC to pick up (reimburse town for), included accounting/auditing, cleaning services, mowing, wastewater usage fees, ordinary/basic maintenance repairs. This will be visited/discussed with town officials in future when new bldg. "dust settles" Discussion with town officials will be planned.

6) New website development on hold for 2019-20 - again, wait for new bldg development.

7) Some concern was expressed re. all the expenses incurred/to incur over new bldg. And, Annual Appeal coincides with fund raising for new bldg. - will probably be low.

8) Current draw from trust to cover library expenses is \$2795/mo. (well below industry standard).

9) Kumble motion "To accept 2019-20 proposed RPL budget as proposed/written by Blackmon;" Shaw, second; approved unanimously, 4/0.

10) Kumble motion, Shaw second "To commend Library Director Blackmon for preparing the proposed 2019-20 RPL budget at the same time as not only performing regular Director duties, but also while continuing his tireless work in re. to the new bldg. Passed unanimously, 4/0,

Adjournment: Kumble motion to adjourn, Filley second; unanimously (4/0) approved; adjourned at 11:29 a.m.

**Respectfully submitted,
Stephanie Kumble, Secretary**

Upcoming Meetings, etc:

* LC mtg. Thursday, December 20, 2018 @ 10:30 a.m.

Addendums:

- 1) Agenda
- 2) 2019-20 proposed budget summary sheet
- 3) 2019-20 proposed budget detailed sheets

In addition, numerous materials relating to the new library/demolition of the old are attached in that section of Sect. notebook

