

Notes

George H. Stowell Library Trustee Meeting 28 December 2020

Present: Trustees Richard Scheuer, Kathi Patterson, Laura Cousineau, and Librarian Stephanie McAndrew

Meeting called to order at 6:02 pm.

1) October minutes changed to reflect that Laura was present. October minutes approved as amended.

2) Benefits of using Zoom as phone service provider were discussed. Stephanie will look into that and make a recommendation at the next meeting.

3) Budget discussion

- Payroll: \$14.50 X 11 hours week per Stephanie.
- Electricity: will be lowered to \$700 to be consistent with actual costs.
- Phone: \$528 based on current monthly fee. Actual 2021 cost may change if another service is used.
- Books: remained constant at \$3500. Partial cost of Overdrive is included in this amount.
- Audio-Visual increased to \$500.
- Periodical: Same for 2021 and statistics will be kept for review in next budget year
- Oil/Wood. Had been raised in previous year because of patron complaints. Will be constant with last year's budget number
- Building maintenance: same. Note: does not include building improvements, as this is a town cost.
- Supplies: PPE already on hand. Same.
- Postage: over budget in 2020. Raised to \$175 (po box alone is \$150)
- Advertising: same
- Library Training: raised to \$250
- Trustees dues: same
- Technology: includes KOHA, computers, printers, and computer/printer supplies, scanners, barcodes, zoom, bibliographic records. Koha was \$2575 for 2021. Project \$3000 for KOHA, \$2700 for computer, \$500 for supplies. Anti-virus software was purchased last year, but there are others available for free. Will budget \$5,000.

Kathi will calculate new numbers and totals.

4) Conversation about budget and annual reports will resume on January 4 at 6:00 pm.

Meeting adjourned at 7:36 pm.