

MN Spear Library Trustees Meeting  
January 12, 2015

PRESENT: Michele Sedor, Michele Regan-Ladd, Gail Fleischaker, Dale Houle, Kate Cell, Mary Anne Antonellis (Library Director, ex officio)

1. Minutes approved as amended.
2. Budget
  - a. The approximate appropriated budget for FY '15 is \$66,650, which includes money that is allocated from the dog tax and/or revolving fund. This is the allocated budget and the budget line trustees should work with.
  - b. From this we can estimate the appropriated budget for FY '16, plus 2.5%, so that we can arrive at the total estimated allocated budget for FY '16. The ONLY increase Mary Anne recommends is 2.5% that is required for us to stay certified for state aid.
  - c. Mary Anne: The trustees have always paid for the CWMARS assessment out of the library trust fund. This assessment was \$2031 last year; next year Mary Anne proposes only \$1500 from the trust fund so that we can slowly scale that back so that the trust fund will remain sustainable. It shows fiscal responsibility on our part to reduce the trust's contribution incrementally.
  - d. The other item Mary Anne added was a technology planning line, which we've never had before. In the past the public computers were donated by the Gates Foundation. A few years ago Mary Anne got other donations to replace those. Then when Becky replaced the town hall computers because of the end of support for XP, Mary Anne requested updated computers as part of that purchase. So Mary Anne has added \$1500 from fines/fees into this line.
    - i. It might be time to replace the staff computers which are 4 years old and run heavy-duty software. We want to keep that revolving account ready for the need for computer replacement.
  - e. We're required to do to stay certified for state aid is to spend 20% of our appropriated budget on materials (acquisitions plus serials).
  - f. Relevant budget acronyms: SLN = Small Library In-network Grant – State money administered through CWMARS. It's a guarantee for FY '16. The LSTA = the STEAM grant we have now. LCC = Local Cultural Council. SEF = Shutesbury Education Foundation.
3. Annual report
  - a. Trustees can take home draft and send comments back to Mary Anne to review/incorporate before the next meeting.
4. IMLS STEM project update. Mary Anne had a conference call on Dec 23 2014. The third MA library is Methuven – the three Maine libraries are Portland, Auburn, and Bar Harbor. May Anne submitted a two-page letter of support explaining how we serve a diverse community – lack of internet access, rural community, no public transportation, etc. Applications are due January 15. All of Mary Anne's parts are complete.
5. STEAM grant update. We are part way through. Our attendance isn't what Mary Anne would like, so we're changing the time. We put out the calendar for the 1<sup>st</sup> three months for 1PM. Mary Anne thought the people who have older kids who get home at 1PM might not be getting out again. Wednesdays at 3PM for the next three months.
6. Select Board meeting date and discussion of proposed Old Town Hall plan.
7. Bottles & cans – Kate will help; Michele R-L can take responsibility over the summer.

8. Next agenda:
  - a. Update on select board; update on Fin Com; annual report; perpetual calendar
  - b. Meeting date in February is Monday 9<sup>th</sup>. Michele R-L will take minutes if Kate is absence. Dale will post.
9. Meeting adjourned at 9:00PM.

Respectfully submitted,  
Kate Cell  
Secretary to the Board of Library Trustees