

MINUTES  
CHILMARK FREE PUBLIC LIBRARY TRUSTEES' MEETING  
DECEMBER 21, 2022

Present: Trustees Janet Weidner (Chair), Jane Kaplan, Library Director Ebba Hierta, and joining at 12:12 p.m. Library Assistant Director/Youth Services Librarian Caroline Drogin.

Meeting called to order at 12:02 p.m. via Zoom.

Minutes: The minutes of the November 9, 2022 Board of Trustees' Meeting were moved, seconded and unanimously approved as amended.

Communications: The Chair communicated to Jessica Mason, Chair of the Chilmark School SAC, Ebba's suggestion from the last meeting that the School could use the Library's front room most Mondays and a half day on Fridays, for special space needs.

Director's report: Circulation and patron visits are significantly improved from last year's figures. Programming is helping to increase the figures.

The Friends of the Chilmark Free Public Library (the Friends) jumped in to get the book sale up when the Director was out sick with Covid. Thus far, approximately \$600 has been taken in, which will cover the sale expenses. The book prices will drop to two items for the price of one, and then, after New Year's day, everything will be free. Sale items will be left up longer, as was done last year successfully. Slough Farm will host a mid-winter social that MVLA is planning for the all-Island library staff at the end of January 2023.

Old Business: The Trustees discussed that in January the Library should renew it's request for the Human Resources Board (HRB) to re-evaluate the job descriptions and steps of all Library circulation staff, to bring staff steps in line with each other and with circulation staff of other Island libraries.

New Business: CLAMS is converting its CLAMS ILS program circulation software from Sierra to Koha in February, as Sierra is being acquired by another company, and there are indications that it will be broken up. Patrons will see differences in the program, but it will function similarly to the old program. In preparation for the conversion, the Library is cleaning up records in Sierra with CLAMS, and staff will be conducting training workshops in January. A motion was made, seconded and unanimously approved to close the library on January 24, 2023, so that all staff can participate in a training workshop in circulation for the new ILS program.

HRB and the Select Board are proposing a base COLA of 4%, plus a one-time "inflation adjustment" of 3%, for the FY24 budgets. The Director has prepared two FY24 budget proposals, depending on how the one-time salary adjustment is presented to Town Meeting. By state statute, libraries are required to spend an amount on materials expenditures equal to twenty percent of its budget total. If a total 7% COLA is approved at Town Meeting, the materials expenditures will be \$2,000 more than if the one-time inflation adjustment is broken out somehow from the budget at Town Meeting. The Chair of the Finance Committee has suggested that the Library therefore present two budget proposals depending on which scenario is voted.

The proposed budgets are otherwise level funded except for \$50 increases to the advertising, programming and bottled water lines. The Director noted that The Friends pay for many programming expenses and that the bottled water line budget ran out last fiscal year. Thus, the budgets have only \$150 increase in discretionary items. All other expenses are nondiscretionary. A motion was made,

seconded and unanimously approved to have the Director submit the two proposed versions of the 2023/2024 budget request.

The next meeting was scheduled for January 18, 2023 at 11:00 a.m. The meeting was adjourned at 12:32.

Documents:

2023/2024 Budget proposals

Agenda for Trustees' Meeting December 21, 2022

Chilmark Free Public Library Trustees Minutes 11/9/22

Library Director's Report to the Trustees - December 21, 2022

Management Report for the period 2022/23-November