

## **CABOT PUBLIC LIBRARY – TRUSTEES MEETING – DECEMBER 13, 2007 MINUTES**

Present: Trustees Diana Klingler (chair), Jon Vara, R.D. Eno; Librarian Connie Koeller

Convened at 7:10

1) Jon moved, Diana seconded: **to approve the minutes of the meeting of November 28 as submitted. Passed on voice vote.**

2) Librarian's report. The Library has remained open during the installation of new shelving, first phase of which is now nearly completed. Connie will be taking off the last week in December. Helen Morrison will fill in, but the Library may close for a couple of days.

3) Shelving. Paul will be giving an estimate for a few extra shelves. Discussion of disposal of old lumber. The Cabot Historical Society has expressed a desire to have the old shelving, but it has been pointed out that the old lumber is town property and can't be disposed of to a non-municipal entity without the consent of the Selectboard. Jon and R.D. agreed to carry the lumber down to the basement after the meeting, where it will be less obtrusive.

4) Discussion of proposed budget for 2008. The proposed budget includes \$1,033.44 for a bookkeeper, a 12% increase in health insurance premiums, and a cost-of-living increase for the librarian. Trustees decided to level-fund the computer fund, eliminating \$500 for automation through [Librarycom.com](http://Librarycom.com). RD moved, Jon seconded: **to approve a draft budget calling for total expenses of \$52,989.10. Passed on voice vote.** Trustees will include accumulated carry-over (estimated at \$4,207.70) as income for 2008, along with a salary surplus of \$937.62, the appropriation request to village (\$250) and estimated interest (\$400), thus reducing the appropriation sought from the Town by an estimated \$5,795.32 to a level below last year's appropriation.

5) Fund-raising. The fund-raising letter has brought in so far \$489.

6) Discussion of librarian health insurance. R.D. asked for a complete narrative of how the librarian's health insurance was obtained, and the following, it was agreed, recounts the course of events: The issue was raised on 12/8/05, at which time the Town's personnel policy was referenced to the effect that, as a part-time municipal employee, the librarian is not eligible for municipal health insurance; on 2/9/06, Trustees understood that, to obtain health benefits for the librarian, the Library would have to join the Vermont League of Cities and Towns Health Insurance Trust separately from the Town; on 5/11/06, Trustees understood that the cost of joining the Trust would be \$350, and that the Library would need its own personnel policy; on 11/8/06, Trustees added librarian's health insurance to the 2007 budget, on the understanding that 65% of the premiums would be paid from the Library appropriation and 35% by Connie herself (for full-time employees, the Town pays 100% of premiums); during the following months, there was some confusion over whether VLCT would bill the Library separately from the Town and whether Connie's 35% would be withheld by the Town or paid directly by Connie; on 11/8/07, Trustees were informed that, according to VLCT, the librarian, though not subject to the Town's personnel policy, is subject to the Library's personnel policy, under which the librarian may be eligible for whatever municipal health insurance the Town has subscribed to, and Trustees accordingly amended the personnel policy to provide health insurance benefits for the librarian. There was further confusion over whether the Library had ever actually joined the Trust. The facts are: at some time between 5/11/06 and 11/8/07, the Library forwarded a check for \$350 to VLCT as a membership fee in the Trust, but VLCT returned the check and corrected itself; as a municipal entity, the Library already belonged to the trust and could obtain health insurance for the librarian under its own personnel policy without a separate membership fee.

Adjourned at 9:10

Submitted by R.D. Eno