



## **Budget Recommendations Committee**

Thursday, October 9th, 2014

Upstairs Conference Room, Exeter Public Library, 6:30 p.m.

### **Draft Meeting minutes**

Attendees: Ms. Hope Godino, Library Director, Ms. Stephanie Canty & Mr. Don Woodward, Bud-Comm. members.

#### **1. Review of current and future services**

Hope gave the sub-committee an overview of the current services that the Library provides. Library use has changed in the 21<sup>st</sup> century with greater use of technology such as computers and E-books. There are also many field trips to various museums that are financed thru donations. Exeter Public Library is open 6-days a week, roughly 62-1/2 hours per week, excluding Holidays. The Library has 7 Full-time staff and 11 Part-time (28 or less hours per week) staff comprised of 4 Adults and 7 young-adults that average 10 hours per week, when not concentrating on their homework/studies. Future plans include the purchase of several laptop computers that would allow them to be brought to study rooms and combined with books to conduct research, complete homework assignments, look for employment, and send e-mail using both resources. These would be used only within the confines of the Library itself. The Library does receive free internet access, courtesy of Comcast.

#### **2. Trustees Proposed Budget**

The proposed budget is flat-funded with no increase from last year, \$187,802.00.

*(see line item 01-4550-0901-5547 Preliminary Town Budget FY 2015 updated 09/19/2014 version#1)*

Two items of concern by budget committee members were

- (1) The gas heat line item of \$19,610.00.
- (2) The electricity line item of \$45,150.00.

These items reflect the best information the trustees had available to them at the time they created the budget but wouldn't account for the new utility rate contracts that were approved by the selectmen earlier in the week. The library would have to make-up the

difference by using donation monies as the Library has some flexibility in its budget. More fund raisers are being planned.

- Capital Improvement Plan:

The trustees have proposed creating a Capital Improvement account for the purposes of expansion, renovation and, in particular, replacement of 20-plus year old HVAC equipment (currently located on the roof and very difficult to service) and the heating system (furnace) which is also nearing the end of its designed life. An Architect has been hired at the Library's expense. One Renovation plan includes removing the downstairs meeting room in order to expand the children's section. The new meeting room(s) would move upstairs as a dividable meeting space designed to be quickly separated into two meeting rooms based on the size and space necessary. A larger expansion project is envisioned by moving the upstairs wall north over the existing parking area.

- Warrant Article:

The following has been proposed by the Trustees to be added to the 2015 ballot;

>To see if the Town will vote to establish a capital reserve fund under the provision of RSA35:1 for the purpose of future expansion and or renovation of the Exeter Public Library and to appropriate the sum of fifty thousand dollars (\$50,000) to be placed into this fund. And to designate the Trustees of the Exeter Public Library as agents of this fund. <

It was noted that town legal counsel reviews all warrant articles as to having the correct legal verbiage and references to specific R.S.A.s.

No other business was discussed.

The sub-committee will meet at the same time and place next week, Thursday Oct. 16<sup>th</sup> at 6:30 p.m. to discuss the Health and Human Service Warrants. Another meeting will be scheduled to meet with the staff of the Parks and Recreation department, most likely at their office on Court St.

The meeting adjourned at 7:07 p.m.

*(Drafted 10/11/2014 rev.2, as recorded, Don Woodward*