

Special Library Board Meeting
Tuesday, June 8, 2010

ATTENDEES: Amy Sanborn, Johanna Straczek, Michael Bellacosa, Lynne Langlois, Anne Hunt
Director Jane Atkinson

The meeting was called to order at 8:10 PM. Amy reported on her meeting with Gayle Weinstein. Gayle said we could use money from the 2009-2010 library budget to help fund a search consultant. The goal is to write a retainer check by June 30, thus remaining as an expenditure in the 2009-2010 budget.

Jane brought a print out from the most recent budget summary but cautioned that it was dated the end of April and there have been other expenditures which have since been incurred. The objective is to siphon as much money as possible. Some rough calculations are:

\$ 2,000 from maintenance and repairs

5,000 from utilities

1,000 from miscellaneous.

This would give us approximately \$ 8,000 towards the retainer. We are guesstimating an expenditure in the neighborhood of \$ 20,000. According to Alan Burger's proposal, he would want \$ 4,000 as a retainer. The rest of the money could be put in an escrow account.

Amy has met with the Board of Ed's Director of Human Resources. The Town might have to negotiate the actual contract because the Library Board is not a legal entity. Amy is meeting with Gayle and Pat Sullivan on Thursday to further discuss this. We would still manage the actual search.

A discussion of items to be considered in deciding a consulting firm followed. The search should begin in July rather than September. People will be job hunting all summer, so we might as well get started.

A motion was made: we should engage Alan Burger to be our library search consultant. Lynne made the motion, Amy seconded it. Further discussion.

We are going to find out about benefits packages that go with salary considerations since the new director will be a Town employee.

Johanna felt the search expenses should be written out in a more comprehensive detail. Amy prepared a spreadsheet comparing the 3 proposals we have gotten. It was the sense of the meeting that this was adequate and that we did not want to pursue another consultant.

The motion to retain Alan Burger passed unanimously. Further, the Board directed Amy to contact Alan and tell him of our intention to hire him.

Amy is going to speak to Pat Sullivan to see who has the authority to sign a contract with him. She will also investigate the possibility of an escrow account. Another point to investigate is a separation agreement. If we find we cannot work together, should we try to put as much

money as possible in an escrow account rather than paying Alan up-front? Also, if there is money left at the end of this fiscal year, should that be placed in an escrow account to help with moving/relocation expenses for a new director? Since other Town boards have the Town pay the search fees, shouldn't they help us with this expense? Our goal to find money is driven by the fact that the Selectmen can approve expenditures of up to \$ 9,999.00. If the figure goes above that amount, the expenditure would have to go before the Board of Finance.

PRESENTATION TO THE BOARD OF SELECTMEN:

Talking points

Spreadsheet

Financial figures and time-line

Need comparison of other library salaries in the state

Extrapolation of salaries for school librarians

Amy moved to adjourn the meeting. Johanna seconded motion. Meeting adjourned at 10:15 PM.

Anne Hunt

Acting secretary