

**COOK MEMORIAL LIBRARY
DRAFT MINUTES, BOARD OF TRUSTEES SPECIAL MEETING
March 2, 2016**

Special meeting called by Anne Chant, Chairperson, CML Board of Trustees, to address the 2016 Cook Memorial Library budget.

Present: *Trustees Anne Chant, Mary Beth Link, Skip Nason, Sheryl Power, Allie Thompson*

Meeting began at 4:10 PM.

Discussion centered on two points:

1. Incorrect library budget total printed in the Annual Report of Town Officers, Year Ending December 31, 2015. Printed as \$140,880. Should be \$139,832, as communicated to the Selectmen at the February 11, 2016 budget hearing at town office.
2. Hourly wage adjustments for Cataloging Librarian (from \$12.20 to \$13.50) and Circulation Assistant (from \$10.00 to \$11.50) for a yearly total of \$2,274.

Both positions are filled by employees who have bachelor degrees.

The \$11.50 hourly rate for the Circulation Assistant was previously approved as a result of the "Town of Tamworth Wage, Salary, Benefits Survey, 2014."

AC is going to ask MC for the job description of the Circulation Assistant. A brief description for the position of Cataloging Librarian is included in the documentation provided by MC (Explanation of 2016 Salaries request).

Wage adjustment request for the two positions were brought before Selectmen at two previous budget hearings (12/15/15 and 2/11/16).

Question: Are there any town employees whose hourly rate is \$10.00? Doubtful.

SN to check to see if town salaries are in line with the Town of Tamworth Wage, Salary, Benefits Survey, 2014.

AC plans to contact Chris Canfield to go over procedure for requesting changes to the library budget at town meeting.

AC will email trustees with more information after she speaks to MC and Chris Canfield.

Thus far, the plan is:

1. AT will make a motion to correct the printed total of the 2016 library budget to \$139,832.
2. AC will make a motion to increase the library budget by \$2,274 in order to adjust wages of the Catalog Librarian and Circulation Assistant, two valuable, college educated employees of our busy library, to a reasonable, median level range, as compared with similar positions in the region and in the state.

AC, AT, and SN hope to meet 15 minutes before the town meeting begins, in order to solidify procedure.

Meeting adjourned at 5:00 PM.

Respectfully submitted,
Mary Beth Link