

**MEETING OF LIBRARY BOARD OF DIRECTORS  
SALEM FREE PUBLIC LIBRARY  
SPECIAL MEETING JANUARY 23, 2014**

**PRESENT:** Len Giambra, Michelle Guertin, Wendy Ortega, Susan Buck, Maryann Casciano, Jackie Hemond, Sharon Sanders

**GUESTS, PUBLIC COMMENTS:** None

**CALL TO ORDER** by Len at 6:35 PM

**ADDITIONS TO AGENDA:** None

At the 1/14/2014 meeting the library board discussed personnel expenses. At the present meeting the board discussed this and operating expenses for 2014-2015 budget year.

**2014-2015 Proposed Operating Expense Budget**

- The board reviewed individual line item expenses with discussion about, but not limited, to requirements for: replacement of computers, e-book and hardcover book additions to circulation, licenses for software upgrades, inflation costs for various expenses, a new meeting room projector and alarm maintenance. For the upcoming fiscal year 5 computers are needed to replace obsolete ones; thereafter yearly 4 new computers are needed as replacement.
- A motion was made for a proposed operating expense budget that doesn't exceed \$40,000, subject to additional discussion by Len and Jackie. The motion was made by Maryann and seconded by Sharon. M/C 5-0. Len abstained.

**2014-2015 Library Staff Salary Budget**

- The board reviewed factors affecting the budget, i.e., cost of living adjustment and increasing the salary for staff performing increased responsibilities consistent with a children's librarian. Also more hours at the assistant librarian level are required which total **735 annually**. The breakdown of annual hours is +120 hours for summer library services, +63 hours for staff substituting for 3 weeks annual vacation by the head librarian, +84 hours covering Saturdays before holidays, and +468 hours for another person to be present when Jackie is in the library solo.
- A motion was made to: a) increase staff salaries by the town's cost of living adjustment (anticipated at 2%) and b) increase annual library personnel hours by 735 for the librarian assistant pay grade. The motion was made by Maryann and seconded by Sharon. M/C 5-0. Len abstained.
- A motion was made to promote 2 librarian assistants, who currently assume increased responsibilities, to the level of senior librarian assistant with the recommended pay grade at a minimum of \$14.10 per hour. The motion was made by Michelle and seconded by Susan. M/C 4-0. Michelle, Sharon, Susan and Wendy voted in the affirmative. Maryann voted against. Len abstained.

A motion was made to adjourn the meeting at 9:36 PM. The motion was made by Michelle and seconded by Maryann. M/C 5-0. Len abstained.

Respectfully submitted,  
Sharon Sanders, Recording Secretary