

Paul Pratt Memorial Library Board of Trustees
January 6, 2021
Virtual Meeting via Zoom, 6:00 pm.

Present: Carolyn Coffey (Chair), Catherine Harvey, Elaine Breslow, Lynne DiGiacomo, Meghan Brinzey, Catherine O'Callaghan, Sarah Pease, Meaghan James (Director)

Meeting called to order, 6:02 pm

1. FY2022 Budget

- a. Meaghan presented the proposed budgets for FY22. The town had requested that she prepare a level service budget, as well as one with a 5% reduction in appropriated funds and one reflecting a 10% reduction. The personnel budget was to not to be cut, in keeping with union and contractual obligations.

Meaghan explained her rationale for the line-item balances she requested, including endeavoring to maintain funding in the materials line, so as not to impact library certification. There was a discussion of whether she should increase her materials line request, but it was ultimately decided that, given the unprecedented times, it would be better to keep the requested increase small for the upcoming fiscal year. In addition, Meaghan has added a marketing line, in order to have a specific line for those charges, instead of using other accounts to pay for those expenses.

She then presented her recommendations for the 5% and 10% reduction budgets. In these budgets, the materials request is reduced, and other line-item requests are reduced or eliminated.

At this time, the amount of State Aid the town will receive is not known, and therefore, it is not clear how much funds will be available or which budget proposal will be accepted. Meaghan mentioned that if the budget cuts are too severe, she may have to request a waiver from the MBLC in order to remain certified. She explained that the MBLC becomes concerned if the library's budget is cut disproportionately compared to other town departments. Meaghan also stated that she is reluctant to make up the funding difference by fundraising, as it is an unreliable source of funding and allows the town to avoid its obligations to the department.

After a discussion, the Board voted unanimously to accept the three budgets as proposed.

2. Other

- a. A question was raised about the status of the roof, and Meaghan gave a report. At this time, most of the leaks have been repaired, although a new leak was discovered yesterday. According to the Facilities Department, the failure is not in the slate, but in the rubber that covers the flat part of the roof. They have tentatively scheduled replacement of the rubber portion for this spring. In addition, testing of the air quality within the building appears to show that it is safe for the staff.

The meeting was adjourned at 6:37 pm.

Documents:

Massachusetts Board of Library Commissioners Certification Requirements

Town of Cohasset Fiscal Year 2022 Budget – Level Service

Town of Cohasset Fiscal Year 2022 Budget – 5% reduction

Town of Cohasset Fiscal Year 2022 Budget – 10% reduction

Fiscal Year 2022 Salaries and Wages