

## BOARD OF TRUSTEES

November 15, 2016

### NORTH KINGSTOWN FREE LIBRARY MINUTES

**PRESENT WERE:** Lori Vernon, Tom Sgouros, Elizabeth Suvvari, Robyn Levine, Richard Moore, Joan Ehrhardt, Rini Georgekutty, Cyndi Desrochers and Ryan Brennan.

**Call to Order-** The regular meeting of the Board of Trustees of the North Kingstown Free Library held on Tuesday, November 15, 2016, in the Conference Room was called to order by chair Lori Vernon at 7:32 p.m.

1. Pursuant to RIGL 42-46-6 (c) Notice of this meeting has been posted on the Secretary of State's website.
2. **Minutes of the October, 2016 meeting** - VOTED to approve the minutes of the October 17, 2016 meeting on a motion by Tom Sgouros, seconded by Richard Moore.
3. **Guest: Ted Przybyla, North Kingstown Finance Director**
  - Expressed his support for libraries
  - Discussed turnover in Finance department and the transition to a new town manager
  - Discussed costs being distributed to enterprise funds (includes library, golf course, etc). (I.e. information technology and insurance costs)
  - Trustee Sgouros voiced concerns regarding line item control over the budget and lack of notification over additional costs. He mentioned there has been a lack of justification for costs of services rendered.
  - Trustee Sgouros expressed desire to have things shared with the board regarding value of the building or the basis of how costs are allocated.
  - Ted explained data processing charge was decision of the town council.
  - All future budget reports with will be distributed and used through MUNIS (financial software)
  - Discussed possibility of a plan to add a capital improvement line item to be carried over to future budget years.
    - This should be brought forward to asset management for capital expenses.
  - There is a letter from the town solicitor that states the town council has control over the bottom line but not line items when it comes to the budget.
  - Ted mentioned POs being open for multiple fiscal years. Going forward all orders will need to be placed in the current fiscal year.
  - Trustee Sgouros mentioned limited control over many of our costs (i.e. personnel, etc.). Most additional costs are effectively a cut of the collection budget.
  - Cyndi will follow up with Ted and the town council to get an invoice/cost on services rendered.
4. Rini Georgekutty, the newest Library Trustee was welcomed to the board.
5. **Director's Report**—The Director reported on events and activities since the October meeting, including

- Will advertise Non-Fiction & Reference Coordinator position as soon as possible. Only addition to job description is a preference for archival experience.
- The board discussed some questions to present to the Finance Director prior to the November board meeting.

**6. Executive Session:**

- VOTED to go in to Executive Session at 8:50 p.m. on a motion by Tom Sgouros, seconded by Richard Moore.
- VOTED to exit Executive Session at 9 p.m. on a motion by Richard Moore, seconded by Robyn Levine.

**7. Other**

- Champlain approved request to add heating/cooling to the Friends of the Library sorting room.
- Robyn requested a letter from the Trustees to the Friends of the Library for all of their work and continued support.

**8. Donations - N/A.**

**9. Correspondence - N/A**

The meeting was adjourned at 9:06 p.m. on a motion by Richard Moore, seconded by Joan Ehrnhardt.

Respectfully submitted - Ryan Brennan