

RECEIVED  
TOWN CLERK

1

2023 JAN 31 AM 9:19

MILLBURY, MASS.

FINANCE COMMITTEE  
Minutes  
Zoom Meeting 840 3896 9229

Date: January 18, 2023

Time: 6:30 p.m.

Present: Pratt, Cooper, Wells, O'Connell, Kuphal

Absent: Cooney

Meeting called to order at 6:30 p.m.

Jennifer Barrett, Finance Director, Karyn Clark, Deputy Town Manager, and Judith O'Connor were present at the meeting.

Motioned by Kuphal, seconded by Pratt to accept the minutes of January 17, 2023 as written.  
Kuphal, yes; Pratt, yes; Cooper, yes; Wells, yes; O'Connell, yes

Ann Dallair, Library Director, was in to discuss her budget at 6:30 p.m.

Ann Dallair: Since I see a few new people, I wanted to let you know that I have been the Director since 2019.

Jen O'Connell: What is new at the Library?

Ann Dallair: The new sidewalks and stairs are in. We now have a safe way for people to come into the Library. We are still having issues with the roof. There is a leak upstairs. This has been going on since the expansion. We need to find out where the leak is and have it fixed. More people are visiting the Library. Myself and the Children's Librarian are planning 6 months out on some of our events. Story time has become a big event. Families that come are from town and we have a lot of people from out of town that attend. Last year we had 53 adult programs. In 2017-2018, we had 28 programs.

Jen O'Connell: What program has the most in attendance?

Ann Dallair: That would be the painting program. We can only have 60 people attend at a time. Sometimes I have to coordinate with Kristen at the Mansion to see if their space is available for some of the programs. The demand is there and we can only continue to grow.

Jen O'Connell: Are you adding an Adult Librarian or are you increasing hours?

Ann Dallair: I am adding this person. I have been doing the job of two people since I started. With the growth of the programs and the increased amount of people that come into the Library, I need more staff. I had originally asked for 19 hours a week. I have only asked for 15 after speaking to Sean. In the next year or two I anticipate increasing the hours to 19. To keep you in the loop, with the increase in personnel and the increase in Professional Services, our Materials budget also increased. This is the line that has to be 16% of our budget in order to stay within compliance with our State Certification.

Jen O'Connell: How many hours is the Library open?

Ann Dallair: We are open 50 hours a week. We increased our hours on Saturday til 2 pm and we are now open on Monday. I don't think the Library has opened on Mondays in several decades. The previous Town Manager had increased the hours to 50 so that if the population grows to 15,000, we would still be within compliance for our Certification. I also wanted to let you know that our digital resources have increased.

Jen O'Connell: Do we charge non-residents more money?

Ann Dallair: We do not charge anything unless they lose a book, in which case they would have to pay for the cost of the book. Our hot spots are now covered in our budget. These were previously paid for out of a grant.

Russell Wells: What else besides the number of hours that you are open and the 16% materials in your budget, do you need in order to keep your certification?

Ann Dallair: Just that we have to spend the whole 16%.

William Pratt: The part timer that you are looking for adds to the increase for the materials. What would you do if you did not get this position?

Ann Dallair: I would continue to do what I have been doing.

William Pratt: The previous Town Manager approved the 50 hours as a precaution. It looks like he was gruelingly proactive to think that the population would increase that much. We are a long way from 15,000. It looks more like you have what you wanted more than what you needed.

Jen O'Connell: How many hours does your staff work?

Ann Dallair: The 2 full timers work 35 hours a week, one of the part timers works 31 hours and the other works 32 hours.

Jen O'Connell: Even if you shut down for 1 day, their hours would still be the same. The cost to run the facility would not change either. How many library cards do you have?

Ann Dallair: I have 1 out-of-state and 244 other cards, so far this year. Last year I had 401 for the year.

Jen O'Connell: The utilities look like they are going down. Why is there such a drop in Direct Energy?

Jennifer Barrett: We are just tracking it more accurately that it had been done previously. Also, we still haven't gotten a handle on repairing the HVAC. Until it is fixed, we will have to keep having it serviced.

Ann Dallair: I have taken some things out of the supplies that I can use the State Aid on.

Professional Development is up because of mileage and the dues are up.

Jennifer Barrett: Going back to the State Certification. We cannot reduce the budget substantially over a 3 year period without the State coming in and auditing us and possibly losing our Certification. We need to keep the budget relatively constant. If we can get the HVAC funded from another source, we can keep that 16% a little more constant. We just have to be careful on some of the costs in the budget. Sean and I will meet with Ann about this before we finalize the budget.

Ann Dallair: The only major thing that I would like is for something to be installed to block our gas line. There used to be a tree there until someone hit it and it was taken down.

Meeting with Ann Dallair concluded at 7:14 p.m.

Jennifer Barrett to check with Sean Hendricks, Town Manager, about the posting of the Public Hearing.

Motioned by Wells, seconded by Kuphal to adjourn at 7:15 p.m. Cooper, yes; Kuphal, yes; Russell, yes; Pratt, yes; O'Connell, yes