

FINANCE COMMITTEE
Minutes
Zoom Number 827 0271 3399

2024 FEB 27 AM 8:22

Date: February 12, 2024

Time: 6:30 p.m.

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

Absent: Cooney

Meeting called to order at 6:37 p.m.

Motioned by Cooper, seconded by Wells to accept the minutes of February 10, 2024 as written.
Unanimous.

Jennifer Barrett, Finance Director and Karyn Clark, Acting Town Manager were present at the meeting.

Library-Ann Dallair, Library Director

Eric Boll and Keith St. Denis, Library Trustees were also present for the meeting.

Russell Wells: How long have you been at the Library?

Ann Dallair: I have been at the Library for 7 years and have been the Director for 5 years.

Ann Dallair went over the Core Responsibilities of the Library

Ann Dallair: Basic reference services to the public have expanded since the pandemic. I am still trying to fill the Full Time Adult Librarian position. The Friends have supported a lot of the programs that are offered. I prepare 2 reports that need to be done yearly to keep our State Certification. I have to do an inventory of supplies and personnel. The HVAC issues have been resolved.

Ann Dallair went over the staffing pattern.

Jen O'Connell: Are any of your staff educated in Library Science?

Ann Dallair: Just the Children's Librarian.

Ann Dallair went over the responsibilities of the Board of Library Trustees

Ann Dallair: They are very involved with the day to day operations of the Library. They adopt library policies and plans and board by-laws and procedures. They report annually to municipal officials on Trustee Controlled Funds.

Russell Wells: What are Trustee Controlled Funds?

Keith St. Denis: We have an endowment with the Greater Worcester Community Foundation. This is outside of the annual budget with the Town.

Russell Wells: Who is responsible for writing grants?

Ann Dallair: I do them. My Children's Librarian is beginning to do some.

Russell Wells: Are there a lot of grants out there?

Ann Dallair: Yes, there are.

Jen O'Connell: Do you have any issues with fundraising?

Ann Dallair: The Friends do a decent job fundraising for the Library.

Charles Cooper: Do you report to the Board of Trustees or the Town Manager?

Ann Dallair: I report to the Board and the Town Manager.

Charles Cooper: Who posts the jobs and the salary?

Keith St. Denis: We work with the Town Manager. The search is done by the Trustees. We only have the authority to do this for the Director. The Town takes care of the rest of the employees. We follow all of the same procedures as any other Town employee.

Ann Dallair went over the Select Requirements for a Public Library

Ann Dallair: The Library Materials part of our budget must be at least 16% of the budget in order to keep our accreditation.

Russell Wells: How liberal are the Library materials?

Ann Dallair: They could be physical materials, technology, printers, DVD's etc.

Eric Boll: We can balance it out with endowment funds.

Jennifer Barrett: The State looks at a 3 year average on the budget. The budget cannot be reduced outside of that 3 year average or we would be red flagged. If we were to hire someone at a lesser pay than the previous person, we would make adjustments in the budget so as not to waiver from the 3 year average.

Russell Wells: Why is the Library mandated by the State?

Jennifer Barrett: It is part of the State's budget.

Eric Boll: The Library is a State institution. Once you lose your accreditation, it takes time to get it back.

Ann Dallair: There are 61 Libraries in our network.

Charles Cooper: Do you use the profits from the endowment?

Eric Boll: Ann comes to us with a specific request and we either approve it or disapprove it. Nothing is earmarked for a specific item yearly.

Judith O'Connor: Where is the endowment kept?

Eric Boll: It is with the Greater Worcester Community Foundation. We are fully vested. They do charge a 10% fee to maintain the account.

Ann Dallair went over the Digital Metrics of the Library

Ann Dallair: The State requires us to track our numbers.

Ann Dallair went over the Circulation Metrics of the Library

Ann Dallair: CWMars tracks the circulation.

Judith O'Connor: How long is a Library card good for? Does it have an expiration?

Ann Dallair: Every 2 years you need to update your address and phone number. The card doesn't expire, we just need to update your information.

Ann Dallair went over Other Metrics and Program Metrics of the Library

Ann Dallair went over the increasing Library Trends and Frequent Patron Requests

Ann Dallair went over the FY2025 Finance Requests

Ann Dallair: The carpet in the Children's Room is about 24 years old. We have had 3 floods since I have been here. The Fire Department has been out with their shop vacs to clean up the water. The staff helped out as well. We had to relocate our Emergency Exit, with the approval of the Building Inspector. This carpet has been exposed to biological elements from young children and glycol leaks from the heating coils nearby for many years. The lowest quote of 3 quotes is \$9,973.14.

Jen O'Connell: I feel that there has been a problem with that door for many years.

Ann Dallair: We were getting a lot of water when we had a storm. We found out that the pipe outside was undersized. The pipe was upsized, but we continued to have issues with the water coming in. That door has been sealed. We have not had an issue since 2022.

Russell Wells: Does the quote include the removal of the old rug?

Ann Dallair: Yes, it does.

Russell Wells: Did this cause a mold issue?

Ann Dallair: I don't think so, but we will not know until the carpet is taken up.

Library Budget

Jennifer Barrett: The main jump is in salaries. We only funded the Librarian position for 6 months in the current year. We are putting in for the full year in this budget.

Motioned by Cooper, seconded by Wells to open the Public Hearing at 8:15 p.m. Pratt, yes; Kuphal, yes; Wells, yes; Cooper, yes; O'Connor, yes; O'Connell, yes

Motioned by Cooper, seconded by Wells to continue the Public Hearing until Monday, March 11, 2024 at 6:30 p.m. Pratt, yes; Kuphal, yes; Wells, yes; Cooper, yes; O'Connor, yes; O'Connell, yes

Public Access Community Television-Kevin Krassopoulos

Kevin Krassopoulos: This is a Special Revenue Account, funded by Cable Sales. Charter and Verizon are the 2 companies. Charter has about 1720 subscribers, while Verizon has about 2,900. Cable access pays for the Salary and benefit package for me.

Jen O'Connell: What does the fund look like right now?

Kevin Krassopoulos: I am not sure of the exact figure, but there has been a drop over the past couple of years.

Jen O'Connell: Are we going to run out?

Kevin Krassopoulos: Not in the near future. We have enough in the account to continue on for 4 years after the cable companies stop contributing.

Russell Wells: How long have you been in this position?

Kevin Krassopoulos: I have been full time since 2009. Before that I was part time. I started in 2006. The Town's part of my insurance is paid for through the Cable Access Account. The cost to run this department is around \$250,000. This covers one full time position and 2 part time positions. I run 3 different public access channels.

Kevin Krassopoulos went over the Core Responsibilities

Kevin Krassopoulos: The Studio at the High School had to be shut down during COVID. My goal is to get it back to what it was before COVID. Cable television is considered a luxury where the internet is a necessity. Cable companies need to have an agreement with the Town for cable tv, but not for internet or phone.

Judith O'Connor: Are the zoom meetings going to stop in May?

Kevin Krassopoulos: The State will not require it at that time, but the Town will keep it indefinitely.

Kevin Krassopoulos went over the Staffing Pattern

Kevin Krassopoulos went over the Metrics

Kevin Krassopoulos: So far this year, We have handled 90 government meetings. We have recorded and edited 8 studio productions and covered approximately 20 High School events.

Charles Cooper: How long does it take to compile and put the meeting on line?

Kevin Krassopoulos: I record on SD cards and also do 2 backups. If I have to upload from the switcher, it can take 3 full days to upload everything. Normally it doesn't take that long. If I can upload off of the SD card, it is much faster.

Kevin Krassopoulos went over the Trends/Needs for Optimal Service

Jen O'Connell: We should start tracking the decrease in Cable Funds each year, so that we are prepared when it is depleted.

Jennifer Barrett: All of this money we receive goes into a Special Fund. This fund is not allowed to earn interest. The funds themselves are commingled at the bank, so in essence, it does earn interest, which goes into the General Fund.

Budget

Jennifer Barrett: If the money in the budget isn't used, it goes back into the Cable Fund.

Kevin Krassopoulos: I only change the equipment if it needs to be replaced. I don't replace it just because it is 3-5 years old. I would like to keep what we have as long as we can afford it.

Motioned by Cooper, seconded by Wells to adjourn at 8:55 p.m. Unanimous.

Jen O'Connell
Judith O'Connor
Charles Cooper
Kevin Krassopoulos