



**APPROVED MINUTES**

Daniel A. Champagne  
Mayor  
(860) 870-3600

**Mayor's Ad Hoc Advisory Task Force on Library Finances**

Library Community Room,  
Rockville Public Library  
52 Union Street  
August 31, 2015  
7:00 pm

John D. Ward  
Town Administrator  
(860) 870-3665

**1. Roll Call** - The following members were present: Bob Hurd, Julie Clay, Thomasina Clemons, Marc Summer, Ann Letendre, Town Administrator, John Ward and Finance Officer, James Luddecke.

**2. Adoption of Minutes**

- **July 20, 2015** – The meeting minutes were amended to reflect a corrected meeting dates *from* June 22, 2015 *to* July 20, 2015. Motion passed unanimously.

**3. Citizen's Forum**

There was no one present for Citizen's Forum.

**4. Pending Business**

- a. None

**5. New Business**

- a. Finances

Discussion took place on the following subject matters

- 1. Health Insurance:** Mr. Ward reported that piggybacking of Health Insurance is not possible as the library is not part of the Town government.
- 2. Electricity:** Mr. Ward reported that piggybacking of electricity would not be possible as the library would not be considered a municipal department.
- 3. Natural Gas:** Mr. Ward reported Natural gas is not currently purchased through a consortium but directly from the distributor. The Town pays the R-20 rate of .0967/CCF WH. This rate is probably available to the Library as well. The Library will check regarding privately paying for natural gas.
- 4. Snow-plowing/Landscaping:** Mr. Ward reported that an estimated cost for snowplowing Library is \$12,350 comparable to existing costs. Landscaping costs were reviewed as well.
- 5. Unemployment expenses:** Mr. Luddecke reported that library can become self-insured for Unemployment.



6. **Bibliomation:** Ms. Clemons reported that Bibliomation is the library's best service, per the Library Director. It is the lowest cost of the three (3) chief library systems.
7. **Payroll Services:** Discussion \_\_ reported that the cost varies with the number of employees.
- a. APP - \$145 (per pay period (bi-weekly))+ \$5.00/employee
  - b. Finance -no cost estimate for payroll costs

IN conclusion, there were no apparent significant synergistic savings by transferring services or allowing the Library to utilize the Town's resources.

b. Goal-Setting

i. *Discussion of long term goals*

Three Broad plans were discussed.

1. Immediate Take over by Town ( within the next two years)
2. Increase in annual contribution by the Town to assist with operating costs along with a long term buildup of the endowment by the Town and Library (30 years) so that the Library will be fully self-sufficient due to the endowment.
3. A 15 year hybrid model where the town increases its annual contribution to overset operating costs and increases funding for the endowment.

ii. *Discussion of Revenue*

Mr. Luddecke suggested that the group review Revenue. Discussion will take place. Trustee Bob Hurd will bring the figures to the next meeting that shows the last three years of revenue.

Ms. Clay suggested that a café might generate revenue. Also outdoor concerts/

Mr. Motola inquired as to the use of Maxwell Funds for the ECHN. Can these funds revert back to the town?

Ann Letendre suggested that the Task Force report back to the Mayor in December with its recommendations. The Mayor could in turn report to the Town Council at its first meeting in December, 2015. The Council could then vote on any recommendations at the second meeting in December if it so choose. The committee agreed on this timeline.

c. Future Agenda items

No discussion

6. **Motion to Adjourn**

Motion to adjourn was made by RH and seconded by JC. Meeting closed at 9:30 pm.

**Next Meeting date:** September 14, 2015 at 7:00 pm