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**APPROVED MINUTES**

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

Library Community Room,  
Rockville Public Library  
52 Union Street  
October 13, 2015  
7:00 pm

Daniel A. Champagne  
*Mayor*  
(860) 870-3600

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

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1. **Roll Call** – Present was Brian Motola, Thomasina Clemons, Mark Summers, Robert Hurd, and Ann Letendre. Also present was Town Administrator John D. Ward and Finance Director James Luddecke. Absent was Julie Clay.

2. **Adoption of Minutes**

a. **September 14, 2015**

Motion made by Mr. Hurd to approve the minutes from September 14, 2015, seconded by Mr. Summers. Motion carried unanimously.

3. **Citizen's Forum**

There was no one present at Citizen's Forum.

4. **Pending Business**

a. None

5. **New Business**

a. **Review of Library Budget Spreadsheet** – The Task force reviewed spreadsheets provided by Mr. Motola, Mr. Summers and Mr. Luddecke. Discussion took place. Mr. Motola expressed that the goal of the spreadsheets is to grow the Endowment to \$12M. Discussion of town ownership took place. Discussion also took place regarding part-time versus full time operation. Currently the Library is open 46 hours per week. Additional 10 hours related to technical support. The cost of operation is \$300/hr.

Mr. Motola noted that the budget does not contain any Capital Reserve. Discussion took place. Mr. Luddecke suggested that the Task Force further define the assumptions; i.e. the rules for Capital and legacy donations.

Discussion took place regarding Capital needs. Within the next 5 to 10 years, the HVAC will need to be examined. The roofs are estimated to be in good shape. Also noted was that a guardrail is needed for the back of the library.



Mr. Hurd will convene a buildings and grounds committee.

Mr. Motola's budget as presented has high figure for fund-raising. Mr. Motola asked to have "Revenue" as a discussion at the next meeting.

Mr. Luddecke will synthesize the two budgets.

Mr. Motola would like to encourage staff to share their opinions.

- b. **Further discussion – Revenue**
- c. **Further discussion - Endowments**
- d. **Goal-Setting**
  - i. Discussion of short-term goals
  - ii. Discussion of long-term goals
- e. Future Agenda items

## 6. Motion to Adjourn

Next meeting is scheduled for October 27, 2015 to discuss fund-raising.

Meeting adjourned at 9:08pm