

## **Mary L. Blood Library Trustees' Meeting June 6, 2018**

Present: Trustees Tom Kenyon, Edson Pierce, and Mary-Anne Boyce, and Cathy Archibald, West Windsor Town Treasurer.

1. Meeting was called to order by Chairman Tom Kenyon at 1:05pm.  
No members of the public were in attendance.
2. There were no changes or additions to the agenda.
3. Providing information relevant to the later discussion about expenses, Tom noted that Matt Birmingham had reviewed all of the materials submitted and has determined that the Mary L. Blood Library is a municipal library, making employees of the Library municipal employees.
4. **Income discussion.** In an effort to clarify how the new accounting system handles library finances, several questions were posed to the Treasurer. The discussion resulted in a request by the Town Treasurer for the Library Trustees to pay for a consultation with the town's auditor, Mr. Mudgett, about the accounts in question – primarily account 50-3-00-710.00 "Unreserved Fund Balance." The Library Board of Trustees will be asked to discuss and approve the funds for that consultation at the regular Trustees meeting on August 15, 2018.
5. **Expenses discussion.** The discussion primarily focused on a withholding issue that has been resolved by the Town Attorney's determination that the employees of the Library are municipal employees. This means that the tax withholding rules that apply to other town employees either full or part time also apply to Library employees. According to the Town Treasurer, the main immediate impact of this determination is that the Select Board, rather than the Library Trustees, must issue a ruling to the Town Treasurer to officially start withholding for Library employees. Tom, representing the Library Trustees, will ask them to grant this ruling at the upcoming Select Board meeting on August 13<sup>th</sup>. He will also make a second request to them for an additional weekly amount to be withheld to make up for the lack of withholding that was originally, officially requested by the employee at the start of employment in 2018. Other work rules that will or may now apply will be addressed at the regular Trustees Meeting on August 15.
6. At the end of the discussion, the Town Treasurer left the meeting to return to work in her office. A general, cordial discussion of Library issues, history, and needs ensued, with no resulting action taken, except to adjourn.
7. The meeting adjourned at 2:00 pm.

**The next monthly meeting will be on Wednesday, August 15, 2018 at 4:00pm in the Library.**

Respectfully submitted, Mary-Anne J. Boyce, Secretary