

**Board of Finance
Special Meeting
April 5, 2021 6:30 PM
Zoom Meeting ID 886 6710 6316**

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1. The meeting was called to order at 6:32 pm.
2. Present via Zoom were Chairman Francis Moriarty, and members Matthew McKenney, Steve Geryk, Tony Pellegrino, and David Walsh. Upon motion of Mr. Pellegrino and seconded by Mr. Walsh, the Board by unanimous vote seated alternate member Conrado Ulloa in place of absent member Sal Titus. A quorum was established.

Also present via Zoom were Chief Financial Officer Lisa Baxter, Stafford Public Library Director Christopher Frank, Stafford Library Board Chairman Susan Phillips, Mario Pace of O'Connell, Pace and Company (auditors) and (by phone) Town Treasurer Neil Hoss.

3. Upon motion of Mr. Walsh and seconded by Mr. Pellegrino, the Board unanimously approved the minutes of the March 1, 2021 meeting.
4. Chairman Moriarty introduced Stafford Public Library Director Christopher Frank. Mr. Frank presented the proposed FY 2021-22 library budget of \$580,492 (attached). The budget represents a 2.63% increase over the present year budget of \$565,632 (+\$14,860). Mr. Frank reviewed the line items noting that contractual salaries, benefits, along with the anticipation of a new hire due to a retirement, continuing education and maintenance accounted for the majority of the increase. The library is showing a decrease in the Capital Equipment line item as items were completed during the current year. Mr. Frank, Ms. Phillips and board members discussed Covid grants to the library which allowed for touchless lavatory faucets, water stations, outdoor WiFi, picnic tables and a pergola installation to assist in social distancing and safety measures. Also reviewed were library programs, staffing, budget transfers and revenue. The Board expressed appreciation to the staff of the library for their continued work for the community.
5. Town auditor Mario Pace of O'Connell, Pace & Company was present to review the FY 2019-20 audit (copy of audit is on file in the Office of the Town Clerk and additionally can be viewed at www.staffordct.org/treasurer). He noted that revenues had decreased and expenses had increased due to the pandemic. Additional discussion was held regarding encumbrances and payables, fraud/risk assessment, conflict of interest and nepotism policies, cybersecurity, and the future implementation of a lease policy. Mr. Pace will provide to the Board some draft policies to review. Discussion was held on ways to implement the suggestions and other aspects of the recommendations.

6. Upon motion of Mr. McKenney and seconded by Mr. Pellegrino, the Board voted unanimously to adjourn at 7:25 pm.

Respectfully submitted:



Erin Kirchhoffer
Recording Secretary

Attachments

The video recording of the meeting is posted to the Town Website www.staffordct.org

Stafford Library 2021-2022 Proposed Budget

	2020-2021 Request	2021-2022 Request	\$ difference	% difference
1004 Salaries (part time)	115,674.00	114,486.00	-\$1,188.00	-1.03%
1184 Salaries (full time)	229,594.00	234,025.00	\$4,431.00	1.93%
2015 FICA	26,413.00	26,808.00	\$395.00	1.50%
2030 Group Health and Life	72,779.00	84,598.00	\$11,819.00	16.24% *
2035 Retirement	31,039.00	39,786.00	\$8,747.00	28.18% *
2111 Longevity	1,862.00	1,918.00	\$56.00	3.01% *
3100 Postage	550.00	550.00	\$0.00	0.00%
3330 Maintenance	5,500.00	6,000.00	\$500.00	9.09%
3805 Continuing Education	1,000.00	3,000.00	\$2,000.00	200.00%
4100 Utilities: Electricity	24,411.00	24,411.00	\$0.00	0.00%
4102 Utilities: Water	560.00	560.00	\$0.00	0.00%
4500 Telephone	2,800.00	2,800.00	\$0.00	0.00%
5100 Office and library supplies	2,550.00	2,550.00	\$0.00	0.00%
5200 Mileage, professional dues, travel	1,250.00	1,350.00	\$100.00	8.00%
5800 Books, DVDs, periodicals, etc.	35,000.00	35,000.00	\$0.00	0.00%
7410 CAP Equipment	12,650.00	650.00	-\$12,000.00	-94.86%
8255 Programs	2,000.00	2,000.00	\$0.00	0.00%
Total	565,632.00	580,492.00	\$14,860.00	2.63%

*includes changes/recommendations per Treasurer's Office

Stafford Library
20-220-400
Budget Explanation FY2021-2022

Library employees belong to Local 1303-427 and Local 818-55 of Council 4 AFSCME, AFL-CIO and Local 818.55

1004	Part-time employees	\$114,486	
1184	Salaries (full time)	\$234,025	
2015	FICA/Medicare-Employer	\$26,808	7.65% of salary lines
2030	Group Health & Life	\$84,598	Per Treasurer's Office
2035	Employee Retirement Plan	\$39,786	Per Treasurer's Office
2111	Longevity	\$1,918	Per Treasurer's Office

3100 Postage **\$550**
 Covers mailing of general correspondence, overdue notices and interlibrary loan materials.

3330 Maintenance **\$6,000**
 Includes trash pickup, printer and copier toner/service contracts, pest control contract, alarm fee, general maintenance supplies, and fire extinguisher inspection

3805 Continuing Education **\$3,000**
 Stipulated in union contract. Used for staff tuition reimbursement for professional course work, training at workshops, and the Connecticut Library Association annual conference. There is currently a Library staff member enrolled in a professional degree program.

4100 Utilities: Electricity **\$24,411** **Per Treasurer's Office**

4102 Utilities: Water **\$560**

4500 Telephone **\$2,800**

5100 Office Supplies **\$2,550**
 Covers general office and library supplies.

5200 Mileage, professional dues, travel **\$1,350**
 Covers dues for library membership in professional organizations such as the Connecticut Library Consortium (CLC). CLC negotiates with book sellers and other library suppliers for discounts for member libraries. Also covers usage fee for state-wide interlibrary loan system.

5800 Books/Periodicals/Audio-visual **\$35,000**

7410 Capital Equipment **\$650**
Covers cost of small capital purchases, i.e. a book truck, shelving unit, etc.

8255 Library Programs **\$2,000**
Includes the cost of programs with guest speakers/performers for children, teens, and adults; story hour supplies; and program refreshments.

Total Budget for FY 2021-2022 **\$580,492**