



## ***Board of Directors Regular Meeting***

**November 27<sup>th</sup>, 2018, at 5:30 pm**

**Georgia Public Library**

**1697 Ethan Allen Highway, Georgia, Vermont 05454**

**Board of Directors in Attendance:** Carol Jones (CJ), Ken Rocheleau (KR), Greg Drew (GD), Curt Taylor (CT), Dick Pecor (DP), Bob Shea (BShea) and Jeff Hathaway (JH)

**Staff in Attendance:** Kevin Christopher (KC)

**1. Call to Order by DP at 5:29 pm.**

**2. Approve Agenda**

**Motion to approve by KR, 2<sup>nd</sup> by JH, passed unanimously.**

**3. Public / Board Member / Staff Comment**

None

**4. Approve Minutes of 10/11/2018**

**Motion to approve with small changes GD, 2<sup>nd</sup> by CT, passed unanimously.**

**5. Executive Director's Report**

KC Reported on several FCC actions that may well result in reduced funding to LCATV. There was considerable discussion about the funding of Access TV and the future of same. KC also feels that the funding of Access TV will change as more people move from cable to other methods of receiving internet and TV. These other services (satellite, wireless etc.) do not pay the PEG fees that support LCATV. KC concluded his report by saying that Vermont Access Network (VAN) is actively addressing these issues.

**6. Treasurer's Report**

CJ reported everything is in balance. There were the usual timing issues, but CJ continues to be impressed with how well the finances are tracking.

**7. Old Business**

**a. Job Description Revision** – KC reported that corrections from the last meeting have been incorporated into the proposed job descriptions.

**Motion by GD, 2<sup>nd</sup> by JH to approve the job descriptions as revised. Passed unanimously.**

**b. 2018-19 Access Plan** KC reported no progress as a result of personal issues regarding the consultant, but results should be coming soon.

## 8. New Business

### a. Fiscal Year 2019 Budgets – First Reading

Due to uncertainty about the future funding of Access TV, KC presented several versions of the proposed FY 2019 operating budget. One capital budget proposal was presented. The primary difference between the proposed operating budgets concerned when and if to hire a Creative Content Producer. The proposed budgets were:

1a) A budget with no staff changes. No additional staffing, no Creating Content Producer.

1b) This budget Included the Creative Content Producer as early as January 1<sup>st</sup> with some other additions to accommodate the increased staff.

1c) This version added the Creative Content Producer midway through the year. KC stated that this budget may have some inaccuracies because it was put together in a hurry. This is the middle ground budget with which t KC is most comfortable. LCATV would have six months during which there would be more information available about the FCC proposals mentioned earlier. LCATV would then be in a better position to decide about the addition of the Creative Content Producer.

1d) This, worse case budget, assumes a 25% loss of revenue due to FCC rulings. The 25% is mostly speculation. Because this budget includes a significant reduction in work hours there was some questions as to how that effects benefits qualifications. There was some discussion of having employees receive their medical coverage through the Exchange. KC stated that should the Board wish to proceed with this budget he would have to look at it more carefully and revise some of the numbers.

The board consensus was that budget 1c is the best budget for moving forward. KC characterized it as “cautiously optimistic.” KC will rework the numbers and present them again. This budget allows the Board time to discuss alternative revenues source, if needed. It is also the more flexible budget.

### b. Digital Archiving Budget

KC explained that to do this right it would be necessary to hire someone. He is not comfortable with an intern doing the work or contracting it out. This discussion too was affected by LCATV’s uncertain financial future. KC did not think towns or schools would be interested in either paying for archiving or paying for LCATV to record public meetings. The position pays \$16/hr for 20 or so hours a week. KC expressed some concern that some of the recorded material is deteriorating and will not last forever.

Contracting the work out is difficult because many of the tapes are compilations of various venues. A contractor may not know how to separate them and categorize them properly.

CJ suggested that the archivist could not do the meetings. The meetings are a large portion of the material and may not be as important as other content. KC mentioned that because VHS and DVD archiving is best done simultaneously there was no reason to only do one format. After some discussion the Board suggested KC come back with a proposal having two phases.

Phase I – VHS and DVD of everything except meetings

Phase II – VHS and DVD of meetings

The Board can then decide whether to advance from one phase to the next depending on available funding.

**c. Salary Committee**

KR explained the process the salary subcommittee used in setting the proposed FY19 salary schedule and bonuses.

**9. Executive Session**

**Motion to enter executive session by BShea to discuss personnel matters relating to salary and bonuses, 2<sup>nd</sup> by CJ, passed unanimously**

**Motion to invite KC to the executive session by CJ, 2<sup>nd</sup> by GD, passed unanimously**

**Motion to exit executive session by CJ, 2<sup>nd</sup> by GD, passed unanimously**

After the discussion of salaries and personnel matters in executive session there was action taken to approve the salary schedule and bonuses

**Motion by BShea to approve contents of the salary schedule and bonuses spreadsheet presented by KR, 2<sup>nd</sup> by CJ, passed unanimously.**

**Adjournment**

**Motion to adjourn at 7:36 pm by GD, 2<sup>nd</sup> by CJ, passed unanimously**

Respectfully Submitted on December 24<sup>th</sup>, 2018 (DRAFT) by Curt Taylor - Secretary