

June 26 Library Board of Trustees meeting minutes

Attendees: Eleanor Amidon, Russell Heinselman, Loring Webster, Helen Ballou, Ed Cook, Rebecca Allen, John Lindgren, Jodi Tochko

Meeting opened at 7:00

Reviewed, modified and approved minutes of the June 5th board meeting.

Discussed the use of draft minutes in the future, this week's minutes will not be posted in draft form.

Russ presented May treasurers report

Lynn Hersey asked if donations to the library are tax-deductible , Russ and Loring confirmed that they are.

A letter to the board from Ann Somers was brought up and tabled until later when she could be in attendance.

Hiring of a children's librarian – a job description was completed by Jodi and Lynn Hersey. The position will be advertised in the telegraph and online starting the weekend after July 4th with a submission deadline of August 1st.

Two trustees resigned, Eleanor Amidon (chair) and Russell Heinselman (Treasurer) with offer to stay on pro-tem through the end of June to transition the work.

Asked if alternates would take permanent positions on the Board, Rebecca accepted, John declined. Lynn Hersey volunteered to join the board.

Ed motion to accept Russ's offer to be pro-tem to the end of June, the motion passed.

Discussed transferring treasurer's knowledge, Loring and Rebecca will learn from Russ.

Russ motioned to appoint Loring treasurer,, the motion passed.

Helen motion to send a letter to the BOS recommending Rebecca and Lynn fill the vacancies on the Library board of Trustees., the motion passed.

Set a date of July 20th for the next board meeting.

Jodi provided information on the summer substitutes and requested funding. Ed motion to pay two summer subs at grade 4 level 1, Loring seconded, motion passed.

Summer reading program is underway and very successful, Jodi thanked the employees that have set it up and are running it.

Loring provided some information on 2 conferences he attended since the last board meeting, he mentioned an updated trustee handbook and that the “Right to Know” law was one of the main topics and we need to pay attention to it.

Action items for the board to focus on, from the last meeting each board member was asked to bring their top five items to this meeting.

Russ –

- 1) Policy manual re-write and employee handbook update
- 2) Children’s librarian search committee recommendation
- 3) Independent review of handbook and policy manual
- 4) 4) Library hours of operation committee recommendation
- 5) “managing for managers” training for the director

Loring –

- 1) approve Policy manual
- 2) revise/approve employee handbook
 - a. grievance policy/procedure
 - b. annual review of director policy
 - c. volunteer policy
 - d. delete “At Will” in sec. 2 para. 3
- 3) update all job descriptions
- 4) set short and long term goals
- 5) define annual objectives for the Director
- 6) install catalogue computer station in Young Adults area

John –

- 1) Update employee handbook
- 2) Future direction of the library.
- 3) Positioning of the Library. Asses all libraries in town to best utilize resources to meet the needs of the town
- 4) Define HR requirements for library employees and all other HR requirements are up to proper standards. Take advantage of Linda Hersey’s experience and knowledge.
- 5) As others suggested approve policy manual and consider team building.

Rebecca –

- 1) find candidate to fill children’s librarian vacancy
- 2) provide manager training for the director
- 3) implement employee reviews
- 4) review library card policy
- 5) grievance policy

Ed –

- 1) policies and procedures
 - a. grievance procedure

- b. hiring process
 - c. review forms and guidelines (include time schedule)
- 2) job descriptions for all positions
- 3) define accountability items for director
 - a. education requirements of library management
 - b. supervisory and management skills
 - c. reviews, timelines and guidelines
 - d. forward looking needs of the library
- 4) revamp library mission statement and use as a guide for all activity
- 5) Continuing training/educational requirements for library paid staff and trustees

Helen-

- 1) team building
- 2) employee handbook
- 3) trustee code of conduct
- 4) policy manual
- 5) library needs

Comments from public –

- trustees should read trustee handbook and RSAs
- concern of getting MLS education at the Brookline pay level
- Benchmarking of Brookline against other libraries of similar size to set goals

Helen Ballou resigned

Two additional names for possible alternates were provided, Lori Hestad and Madge Smith.

Meeting adjourned about 9:35