

Library Trustees Special Board Meeting

June 1, 2017

Present: Kristian Connolly, Diane Kreis, Erik Volk, Bill Paton, Sue Murray, Anne Hatch, Renee McWilliams



- Meeting called to order at 7:01
- Erik distributed copies of the Job Description and proposed Advertisement listing along with area media advertising rates.
- Anne clarified that she did not take a Library position but took a position as the After School Program Director in Lyndonville. The position is a full-time year-round position.
- Kristian proposed the following agenda items (not necessarily in order of discussion)
 - Review of job description
 - Creation of Job Posting
 - Volunteer Coverage during gap period
 - Paid volunteers
 - Interview process
 - Email account access
 - Instructions for Anne
 - Identification of any “short List” candidates
 - June meeting reschedule and/or other special meetings
 - Posting process and collection of resumes
 - Possibility of Anne continuing in a limited role
 - Paying out Anne’s vacation time
 - How to address upcoming Library programs in Anne’s absence
 - Rural Edge & Building Issues
- **Rural Edge/Building Issues**
 - Diane went to Selectboard and no update
- **Miscellaneous Topics (prior to targeted discussions)**
 - Before discussion on the Librarian topics ensued, Diane indicated she really wanted the Librarian Office to be in order before Anne’s departure. She indicated Trustees had spent many hours organizing it after the previous Librarian’s death and she wanted to assure it is in order before the new Librarian starts.
 - Anne asked if the Library should be closed on July 4. Trustees agreed it should be and the Library will be closed.
 - Kristian suggested that the meeting enter Executive session for discussion of job description/posting, process of interviewing, list of candidates, how we’re going to go about how to collect and building as it relates to our discussion
- **Vacation Balance**
 - Kristian inquired how/if we will pay out Anne’s vacation balance
 - Sue suggested we add the hours onto Anne’s last timesheet.

- Erik indicated that we should probably follow Town Policy for paying out vacation as some employers do not pay out for vacation.
- Kristian will check with Lisa to see what the process should be.
- Trustees agreed she should be paid out for vacation as long as there is no Town Policy prohibiting it.
- **Additional Hours for Anne**
 - Anne indicated that she could use additional hours to complete transition tasks
 - Bill moved to approve up to an additional 5 hours a week up until Anne's last day. Sue seconded and the motion carried.
 - Anne indicated that there were certain tasks which would be difficult for volunteers to handle in her absence. One was ILL processing and the other was the ordering and system entry of new books.
 - Trustees agreed that this would be acceptable but the hours should be kept to a minimum and these responsibilities should be transferred as quickly as possible.
- **Paid Volunteers Compensation**
 - Kristian felt it was important to pay volunteers for coverage since they would be performing at least the basic tasks of the actual Librarian.
 - Discussion ensued and it was decided that we would proceed with paying such volunteers once identified during the period when we were without a Librarian
 - Kristian had spoken with Lisa Hart about whether we could pay volunteers and also about whether it would be acceptable to keep Anne on the payroll in a limited capacity during the transition. Lisa indicated neither of these would be a problem.
- **Volunteer Coverage**
 - Anne indicated that she had not officially reached out to volunteers about her departure but would
 - Anne will contact volunteers to see if there is interested in one or more volunteers taking over the basic responsibilities.
 - Trustees agreed that the paid volunteers would serve at least 10 hours a week and they should realize that there is a possibility we would not need them for the whole month of July.
 - Anne reported that we have a pretty busy summer planned for programs. Three summer programs will go as scheduled. There are also two programs scheduled in July and one in August. The Book Group can handle themselves. Scheduled programs include:
 - July 7 – Butterfly House making
 - July 15 - Comic Book Drawing Program.
 - August 13 – This is a Joint program with Baldwin Library. Everything should be all set as Anne has already talked with Peggy. which
 - Program responsibilities will be mainly advertising, being present for the programs and paying the bill.
 - Both the July 7 & July 15 are run by the person facilitating the programs and they are bringing all materials.
- **Next Meeting Date**

- There are some conflicts among Trustees regarding the next meeting date on June 12 and Future meeting dates. In addition, we will likely need to meet one or more times in June to address the Librarian vacancy issue, review applicants, interview applicants, etc.
- Trustees agreed to meet on July 26th instead of the regular meeting date/time.
- Sue made a motion to enter Executive Session. Diane seconded the motion and the motion passed. Bill amended the motion to have included in the discussion. Motion was seconded and passed.
- Erik suggested that we let Renee speak before we entered Executive discussion since she had not yet had a chance to speak.
- Renee indicated that she was in attendance as she was curious about the direction of the library. She has run art programs at the library, volunteered during the parade and the rummage sale, and volunteered at the front desk. She indicated that she loved the way the library is currently run and is interested in the position. However, she will wait until the advertisement is finalized and will apply if still interested.
- **Executive Session**
 - Meeting entered Executive Session at approximately 7:50 PM
 - Since not required and since discussion is not public, minutes are not recorded here.
 - Meeting exited Executive Session at approximately at 8:59 PM.
- Meeting adjourned at 9:01 PM.