

-Minutes subject to Board approval-

**Westbrook Public Library
Board of Trustees Meeting
October 1, 2019
At Westbrook Public Library, CT**

Mission: *“The Westbrook Public Library is dedicated to supporting our community’s intellectual, cultural and social needs. We offer a balanced collection of materials, information services and programs for Lifelong learners.”*

Call to Order at 7:04 p.m. by MaryJo Noonan, Chair

In Attendance:

Katherine Bishop, Cathy Cietanno, Martha Neale, MaryJo Noonan, Katie Richard, Megan Ruppenicker, Lynda Tragakes, Paul Winch, Melinda Xenelis and Lewis Daniels (Library Director).

Audience of Citizens: Noel Bishop, First Selectman

Bishop met to address questions regarding succession planning. Discussion points as follows:

- This Board different from all town boards. You have latitude. Library Board is more like the Nursing Board.
- Job description should be posted by the town. Need to post. Town Hall staff can help with this. Mail can also be sent to Town Hall, if wished.
- Jobs normally posted for about 2 weeks.
- Screening committee does initial interviews.
- A non-union position so not bound by rules.
- Salary: salary offered will be competitive. Recommend Board establish a salary range. You cannot exceed what is in the budget, which is Daniel’s salary.
- Benefits: Benefits that apply to all employees: ss, medical are about \$38,000. For any employee, Health costs town \$18,000 for single insurance. After 5 years, a town pension.
- HSA- town matches. Union meeting next week, so that is when final decisions regarding HAS will be made.
- Vacation: Bound by personnel manual regarding vacation days & sick days. No vaca or sick days 1st year. Start to accrue after 1 year. But get personal days after been here 3 months. 13 holidays begin immediately plus 1 floating day. When you leave, sick days do not accrue. Can carry over 1 week. When get down to final candidates, they can call Suzanne at Town Hall to clarify details.
- Because we are not in a municipal center, Library is not union, but benefits do transfer to this position.
- All employees have a 6 month probation period.
- Establish a search committee. First selectman usually sits in on those meetings, to assure the process is fair.
- Reference checks can be done by search committee or Town Hall. Town Hall can also do a background check if wished.

- Town Hall (Suzanne) can also arrange for interview times if you wish.
- Will there be overlap? Board decision, but need to make sure the budget is there. Lew offered to help out and not be paid, so no overlap.

Many thanks to Mr. Bishop for his input

Succession planning follow up points:

- Town can handle emails & resumes.
- Should we use town server? PW will follow up w/ Suzanne.
- Anything else to clarify w/ Suzanne? Where to post position? Town website?
- MJN: Should we meet regularly, prior to the board's meetings to clarify these little details & job description?
- KB: We do have some helpful info the manual.
- Need to look at the timeline.
- Noel will attend Board Meeting where we make final decision.
KB: Search Committee will look at resumes, narrow down potential, conduct initial interviews,
- Board members interested in being on Search Committee: Richards, Bishop, Cietanno, Noonan, Winch, Xenelis
- Staff: a representative on the Search Committee?
- Friends: should Jane be on Search Committee? Another local librarian? not necessary because Cathy is librarian.
- MJN: Needs a list of responsibilities and expectations before ask people to be on committee.
- At Nov meeting, should have a resp list for search committee. Need it so prospective folks know what is involved.

Secretary's Report:

- Paul made a motion that the minutes from the September 2019 Board Meeting be accepted as presented; 2nd by Bishop. All in favor.

Treasurer's/ Financial Report:

Monthly Report:

L. Daniels presented his Financial Report for the month.

- In good shape overall.
- We are about 25% of the way through the fiscal year, so we should have about 75% remaining.
- Spent a fair amount on lights & HVAC work.
- Generator: Maintained annually. Found some problems- blown hose & water pump. Bills not in yet. Self-tests every Monday. Occasionally used during building test. Not used that often, but it is needed. How will the new director know about equipment? Daniels has good files.
- New bookkeeper. Doing a great job.
- Motion made by Winch to accept Treasurer's/Financial Report; 2nd by Neale. Accepted with unanimous approval.

Library Director's Report:

- Formal retirement letter reviewed.

- September 2019 another strong month
Usage Numbers: Down: Adult Circulation
Up: Interlibrary loan, children's circulation, computer use, use of Community Room

Great Programs:

- Score workshops for small businesses well attended.
- Westbrook Readers well attended- older folks.
- YA book club. Not very successful.
- After school hang-out, Family Game Night- weather too nice. We'll do it in winter when more looking for indoor activities.
- Daisy doing National Coding Program for 3rd & 4th grade girls. Maybe open the coding program up to younger kids?
- Music w/ Miss Martha for little ones.
- Budget basics workshop- not well attended. Email problems

Basement Work:

- Lots have been cleared out.
- Town crew was great help.
- Neidlinger display case- we promised to be cared for it, so it needs to be in the right spot.
- Needs to be done asap, so work can start this winter.

Misc:

- New minimum wage affects pages.

Committee Reports: None

Correspondences: None

Old Business:

- MJN: discussed a Westbrook Winter Events submission she has been working on.
- In Spring Westbrook Events we will highlight Daniels.
- "Community Coding" program in the works. Begins end of October. Will teach python over the course of 4 weeks.

New Business: none

Adjournment: Motion made by Winch to adjourn; 2nd by Noonan. Adjourned at 8:20 pm.

Respectfully Submitted by M. Neale