

DECEMBER 12, 2016

LIBRARY MEETING MINUTES

Present: Phyllis Hayward, Susan Morse, Mark Lembke, Megan Campbell, Virgil Fuller

6:02 pm meeting called to order.

- No public presentations or comments
- No adjustments to the agenda

Mark moved to approve the November minutes and it was seconded after some discussion about whether cleaning the book drop area outside of the library was a new addition to the cleaner's responsibilities, or always part of the expectations for that position. Virgil said he would check.

I. TREASURERS REPORT/BUDGET DISCUSSION

Phyllis reviewed the projected 2016 budget, and what has been raised to date through fundraising. Currently the library budget is approximately \$3,000 short. The annual appeal recently began, and it is hoped that it will raise another \$1,500, which will bring us closer to the projected budget figure. Susan asked Phyllis to isolate the fundraising items from the other budget items. She suggested that at a future meeting the Board can determine how much the library is making on each fundraiser, and which fundraisers are worth the effort to pursue in the future. Phyllis agreed. Phyllis has set up another Mascoma account for payroll. The Board moved to approve the treasurer's report and it was seconded.

II. LIBRARIAN'S REPORT

The library's number of patrons was down this month. Virgil remarked that the library was closed for Thanksgiving and Veteran's Day, but that does not explain the drop in patron numbers as those closed days occur every November. Despite the lower number of patrons, library circulations remain high.

Virgil discussed work he had done to record the donors who had contributed to the annual appeal and how Board members could access that spreadsheet through Google documents.

Virgil is also working on preparing the library's annual report for the town which is due the end of December. Susan mentioned that she had been told there was a concerted effort in town to make the contributing reports shorter. Virgil had not heard this, but said it would not be hard to do if that is what the town wanted.

Toni's performance evaluation was discussed. Virgil reported that she is doing an excellent job. Phyllis raised a concern that the Board should consider raising Toni's wages given her excellent effort and job performance. The Board agreed. Virgil had recommended a raise in her wages to conform with the cost

of living increase and had also budgeted to increase her hours from 11 to 13 per week for 2017. The Board agreed but wanted to consider an additional increase in her wage. The Board wanted to know her current wage, and Virgil was unsure, but believed it to be between \$12 and \$13 an hour. He was willing to have that figure available to the Board at the next meeting.

The Board wanted to know how many hours a week Toni and Virgil's hours overlapped. Virgil said it was only usually two hours a week. Susan also raised a concern about whether Toni had sufficient planning time given her extensive children's programming. Virgil reported that she has three hours a week of paid planning time on Fridays, which the Board found encouraging.

Virgil reported that he had advised Toni that she should not be working from home or sending e-mails from home over and above her paid hours at the library. He raised a concern about whether she might have a claim against the library if she was doing library work from home and got hurt. He also said that he had talked to her about this to protect her rights. This prompted a general discussion about successful professionals in many fields putting in extra effort to excel at their jobs. The Board did not express concern about Toni sending e-mails from home, as long as she knew that she was did not have to, and that the library could not pay her beyond the approved hourly wage.

Megan then raised an idea about giving Toni extra job responsibilities including coordinating volunteers if her hours would be increasing. This would help the library more effectively fundraise and generate funds, without relying on Board members as the limited pool of volunteer help for fundraising. Virgil raised a concern that this was not part of Toni's job description. But, the Board expressed a willingness to give her an additional job title as part of increasing her pay and hours. Susan suggested that Virgil, whose job description currently includes organizing volunteers, could manage volunteers who would help with the daily business of the library and Toni could develop a 'Friends of the Library' volunteer group for fundraising and special events. Virgil asked for an additional month to give the Board his thoughts on this proposal. The Board also agreed that we would not make any decisions at this meeting and would solicit Toni's feedback on these proposals. It was hoped that she might be available to join the next meeting.

Virgil reported that Toni's Christmas craft night had been a success. This was confirmed by Phyllis and Megan, who had both had family members attend.

Virgil also brought up an e-mail sent by Heather Peterson, the current cleaner, expressing dissatisfaction with the proposed \$13 hourly wage and suggesting a wage closer to \$25 would be more appropriate. The Board members present all agreed that a wage of \$25 an hour was too high. It was pointed out that cleaning people at other businesses in town, with a fair amount of cleaning experience, were making \$15 an hour. There was discussion about the Board's prior understanding of how long it should take to clean the library, and Heather's job performance. Virgil said that he had contacted the VT League of Cities and Towns who did not see a legal reason why the pay rate could not be \$13 an hour as there were easily articulable nondiscriminatory reasons for doing so. The VLCT recommended providing 30 days notice of the pay rate to Heather. Although Heather had previously been notified of the \$13 per hour rate after last month's meeting, the Board decided to give her formal written notice that the job

expectations were \$13 an hour for a maximum of 2 hours a week. There was some further discussion about the wage rate, with Virgil arguing to increase it by a few dollars more, but the Board concluded \$13 an hour was appropriate. Megan agreed to draft a letter to Heather for the Board's approval which would be given to her with the back pay she was owed, as discussed at the last meeting.

The annual appeal was again discussed. Susan wanted to make sure we were updating the addresses on the master list when mail was returned. Susan said that a number of donors who had given last year now had their appeal letters returned for insufficient/inaccurate addresses. Susan stated she would research these addresses. Virgil and Phyllis agreed to collate their spreadsheets to ensure an updated master list. Virgil will make sure the library computer sparks the librarian working the desk to ask for addresses from the patrons whose address information has lapsed.

Susan wanted to make sure we had sufficient stationary for Sarah to write thank you cards for annual appeal donors. All present expressed their appreciation Sarah was writing the letters.

Mark continues to take the trash/discard books off the balcony in the town hall for the library.

Susan and Phyllis discussed the need to get new board members keys. There was also a discussion about prior board members who still might have their keys. Virgil said he would work on getting keys.

Meeting adjourned at approximately 7:30.