

Board of Library Trustees  
Meeting Minutes 11-14-16

**Attendees:**

Susan Morse, Chair                      Toni Gildone, Children's Librarian  
Phyllis Hayward, Treasurer        Virgil Fuller, Head Librarian  
Heather Peterson

Meeting was called to order at 6:00pm on Monday, November 14, 2016.

**New Business**

Heather Peterson brought a miscommunication about her wages cleaning the library to the attention of the Board. She reported that when she began the cleaning position it was represented to her, by a family member who had previously cleaned for the library, that the job paid \$25 an hour and she was expected to fulfill all of the cleaning duties on the list provided by library staff. She indicated that over the summer she was asked to increase her duties to twice a week but was only paid for one weekly cleaning session. She also reported being underpaid for one week's work in the last payment cycle.

The issue about the unpaid week's work was quickly addressed. Phyllis clarified that due to the date Heather's timesheet was submitted, it appeared she had worked three weeks instead of four. The library agreed to pay Heather for the additional week's work.

Susan and Phyllis expressed their understanding that the \$25 was for two hours of cleaning. They asked Heather how long it took her to clean on a weekly basis. Heather said it varied but was generally an hour. Through discussion, the trustees explained that they believed Heather would still be working the two hours agreed upon but would be performing only half the work per biweekly session resulting in the same weekly rate of \$25. The trustees agreed that their communication with Heather had been unclear and she was entitled for payment at the rate of \$25 per session for the work already performed. Heather was invited to add a request for payment of the additional 9 cleaning sessions for which she had not received compensation on her next timesheet and the library would pay her in full.

The trustees also asked Heather about her school schedule to try to determine the best day of the week to have the cleaning performed. It was agreed by all present that later in the week was better as the children's corner in particular should be cleaned before the weekend.

The trustees also agreed to provide Heather with a more specific job description. Heather left the meeting at this point. The Board then discussed what the weekly cleaning responsibilities

should be and at what rate they should be compensated. At Phyllis' suggestion, it was agreed to add weekly cleaning of the outdoor book drop area to the cleaning person's responsibilities. The Board also agreed that rate of compensation for this position should be \$13 an hour with a weekly maximum of two hours paid work. Virgil offered to send this revised job description to the Board for approval so it could be provided to Heather.

**It was moved to approve October's minutes, and it was seconded.**

**The proposal to approve a budget for next year with an 8% increase was moved and seconded.**

Virgil pointed out that this increase will amount to a request for an additional \$3,000 next year. Others in attendance agreed this was reasonable. The additional money requested would increase librarian salaries, primarily the salary for the children's librarian who has worked hard to increase and enliven community programming. Virgil also pointed out that there is a proposed increase to the money available for collections which would be welcome as this part of the budget has been flat funded for many years. He additionally remarked on the savings in postage costs reflected in the budget. All agreed that the request for an 8% increase was readily supportable given the library's value as a community resource.

**It was moved to approve the Treasurer's report and it was seconded.**

### **Librarian's Report**

Virgil remarked that there has been encouraging attendance at library events. The 50 participants at the Children's Halloween event was particularly exciting. The trustees present complemented Toni on her work transforming the town hall space and creating a fun event for children. The circulation numbers were as expected for this time of year.

Virgil also brought to everyone's attention that the library had received thirteen donations in Jan Rushmore's memory from both local and out-of-state donors. All present expressed gratitude for the donations.

Toni then announced that she has a children's event planned for December 3<sup>rd</sup> after the library's close of business. She plans to offer parents an opportunity to drop off their children while they go Christmas shopping or receive some much needed holiday rest. She will have several holiday craft activities available, and will offer a light dinner and a movie. She has reached out to Sharon Academy students to volunteer. They were much appreciated assistants at the Halloween event.

## **Old Business**

Phyllis will open an account for the library and obtain checks to enable the town to begin issuing the checks for library staff salaries as previously agreed.

## **Holiday Fair Report**

Susan remarked that while it was good to be part of this community event, it did not generate significant revenue. The library sold poinsettias and only 6 out of 30 plants sold. Luckily, the nursery allowed the library to return the unsold plants. Phyllis remarked that it might be too early in the season to expect high sales for poinsettias. All present agreed to reevaluate participation in this event when discussing next year's fundraising.

## **Annual Fundraising Appeal**

The remaining portion of the meeting was spent stuffing envelopes and preparing the mailing for this year's annual appeal.