

Goodnow Library
Board of Trustees

Minutes

Tuesday, June 5, 2012 @ 7:30PM
Goodnow Library, Conference Room

*Present: Jill Browne Phyllis Cullinane, Esmé Green (sec.), Carol Hull, Robert Iuliano
Barbara Pryor*

Absent: Lily Gordon

Call to order and approval of minutes: Bob called the meeting to order at 7:41 pm. A motion was made to accept the minutes (Iuliano/Pryor). Barbara made the comment that the last time we did a survey for the strategic plan, it was sent to 1 in 10 households (names obtained from Town Clerk), paper copies were left around the library and it was online. She also updated the funding form presented at the last meeting. With these comments noted, the minutes were accepted.

Director's Report:

- **Financial:** Esmé went over the numbers remaining in the Town budget. They are nearly all spent. The money left in Utilities and Contracted Services will be used to pay the remaining bills for the fiscal year. There appears to be a surplus in the Salary line—that is due to several factors. Bettie Rose's workers compensation and Heather's lesser salary. A suggestion was made that it is possible to ask the Selectmen to approve a transfer of funds, however, it is so late in the year that it isn't practical.
- **Staff meeting:** Esmé went over the agenda at the most recent all-staff meeting: Esmé gave an explanation of how this all came about. Started with 20 hours and then sort of snowballed.
 - Explanation of 20 hour rule
 - Background of rule
 - Under 20 need to not go above 19, over 20 should be at least 25 hours.
 - Staff needs to work hours assigned, only extra hours will be Sats and Suns.
 - Increase sub pool and use of subs—more economical, help avoid probs with 20 hour rule.
 - Timesheets
 - Background of why we're doing this: comes from HR seeing the switching and changing and adding and dropping hours without accountability from staff or supervisors about hours worked. A way to see the whole picture instead of parts as it is now.
 - Distribute to staff with official schedule/hours (will be some changes for some)

- Explain how to fill it out, what the columns mean, signatures
 - Now is transitional period: No extra hours for programs are considered planned until approved by me and your supervisor.
 - Need signature of your supervisor/s, and they need to be to Anna by Wed at 5.
 - “Home” supervisor for all staff
 - Looking at software, but this is an interim solution based on the requirement HR has given us.
 - Reminder about sick line—need to use it and check it
- Saturday/Sunday schedule
 - HR guidelines are sick and vacation are based on regular hours, and unless it’s worked every or every other week, they don’t consider it your regular schedule
 - Regular schedule is the 5 day workweek, unless you work a Sat or a Sun on a regular basis, which every or every other week.
 - Paycheck amounts won’t necessarily change, but those hours will be tracked on the timesheets as “other.”
 - Result of this is that some people’s PAI will change slightly
 - This came about because they noticed a discrepancy in what people were earning versus what they were working—caused by switching and lack of regularity week to week, and then over a year.
 - If regular weekend hours are an option for you, your M-F hours may need adjusting
- Children’s book drop/circ planning
 - Background of change: FY13 budget—no increase over last year. Need to look at ways to where we can provide more children’s programming without compromising our payroll budget. Now that we have self-check at 70%, the pressure is decreased on adult circulation, so it is a natural solution to look at merging the check-in and book drops of adult and children’s. **Centralizing circulation makes sense.**
 - Feedback that Heather and I have gotten from CR staff has been that they don’t have enough time for program planning with Heather because of the book drop, so this should take some pressure off.
 - In planning stage and we would like to aim for July 1. Mike has been working hard on the details.
 - Ask Mike to talk a bit about the specifics.
 - This will result in some changes in schedules—circ will likely need additional help, and this may affect some schedules for children’s staff.

Trustees’ Report: *In June, the Trustees traditionally vote on a Vice Chair, who will move into the Chair position the following June. Bob nominated Barbara. Carol seconded. So voted. Last year, Bob was voted as Vice Chair, so he began his chairmanship at this meeting.*

Annual appointments to the Foundation Board: Barbara presented the following slate for a vote:

- Jill Browne
- Bob (Robert) Iuliano

- Barbara Pryor
- Dave Pettit
- Stephen Ziobrowksi
- Katey Ford Detraglia

Carol made a motion to accept the slate. Seconded by Bob. So voted.

Outside Sign: Barbara asked the board to consider the options for handling the large outside library sign. Now that the tree work is done, it is very visible, and something needs to be done. It can be restored for \$700, or replaced. Esmé will contact Bill Place to see if he knows who made it originally, or if he has a recommendation for who can do the work. *[update: Since a majority of the library trustees have agreed to have the restorer of the Statue go ahead and restore the sign as well, Dave Pettit will have him restore the sign too.]*

New Business:

- **Poison Ivy:** The library has received several complaints about poison ivy growing over the curb into the parking lot along the edge we share with Dunkin Donuts. Esmé has spoken to Bill Place regarding the problem, and he has promised to spray (with amphibian-friendly "Rodeo" instead of Round Up, which adheres to frogs and kills them) and in the fall, dig up the roots. She will send him a reminder.

Old business:

- **Policy adoptions:** Acceptable behavior, Safety of children. The policies were voted on as edited. Of note, Esmé will look into the policies of other libraries to see how they handle the public viewing of adult websites. Barbara made a motion, seconded by Jill. So voted.
- **Keeping track of library artwork:** Phyllis is working on this. She has been measuring the pieces we have, and updating the list of what we have to include busts, etc. She attended the Loring Coleman exhibit for which the library had two pieces on loan. She brought back some information on the paintings for us to add to our file.

Adjournment: the meeting was adjourned at 9:00pm. (Jill/Barbara)

The next meeting will be held on September 4, 2012 at 7:30pm.