

WEST TISBURY LIBRARY BOARD OF TRUSTEES MEETING
December 6, 2007

Attending: Trustees: Leslie Baker, Linda Hearn, Hermine Hull, Virginia Jones, Elaine Pace, Dan Waters
Library Staff: Beth Kramer, Colleen Morris
Public: Barbara Day, Paul Garcia

The meeting was opened at 5:35 pm by Hermine Hull, Chairman.

MINUTES: The minutes of the November 2007 meeting were accepted unanimously by the trustees present with several minor corrections.

LIBRARIAN'S REPORT: Beth Kramer

- Performance Evaluations for Nelia, Paula, Colleen, and Jennifer have been completed and given to Personnel Committee.
- An Action Plan has been filed with the State in order to be eligible for the FY'09 grant round.
- She will apply for the Early Childhood Literacy program grant award of up to \$7,500. The program, "Mother Goose on the Loose" would give the library a very structured program, musical instruments, lesson plans and training for Colleen in her new position of Assistant Librarian.
- Applied for MLAA Scholarship Grant for Colleen to take an on-line course from Simmons MLS program on brain development and learning in babies.
- Meeting with SAILS and OCLN in December to explore other network options.
- Applied for rebate of \$250.00 on new heat pump.

A question was asked about how much extra personnel would be needed if we joined a network. The network should free-up cataloging time. Customers can go on-line to renew books, etc.. SEMLS covers the cost of sending material to customers.

OLD BUSINESS:

- Review of By-laws: Elaine Pace
 - Attendance: There was an in depth discussion about attendance and whether attending a certain number of meetings would be mandatory. Three absences in a calendar year or three consecutively were mentioned as too many. Elaine felt three in a calendar year was too restrictive. Hermine felt it was important for someone elected to a board to attend as many meetings as possible. This was tabled until the next meeting.
 - Change of Time of Meeting: Another long discussion regarding meeting time resulted in a change of time but not date. This had been discussed before several times but not resolved. Ginny proposed that the monthly meeting time be changed to 7:00 pm starting in January. This was seconded by Elaine and voted on unanimously by the Trustees. Information would be posted on the Town bulletin board, the town and library website and the time changed in the Annual Town Report.

- Elaine asked that we prioritize the discussion about the remaining by-laws we proposed to update or change so that we would not take up the entire meeting discussing by-laws. Linda proposed addressing them in this order:
 - Treasurer
 - Absence policy
 - Increasing board
 - Term limits
- Cell Phone Policy: Beth presented the revised cell phone policy to the Trustees for their approval. Elaine proposed we accept the policy as revised, Ginny seconded and the Board voted unanimously to accept. Elaine requested that the policy be reviewed frequently to see if it was working as it should.

NEW BUSINESS:

- Needs Assessment: Elaine proposed a Needs Assessment Committee composed of two trustees, two Friends, and the remainder for a total of 18 to be made up of community members. She volunteered to chair this committee. Beth proposed that this would be better discussed at the next combined Friends/Trustees meeting in January.
- Job Descriptions: In the current job descriptions, assistant librarians are expected to attend the Trustees meeting and be paid for attending. In our discussion last week, Cheryl Bryan thought that with a library this size, the Director could accurately report what happened at the Board meeting at the next staff meeting. Thus assistant librarians would not be required to attend. Dan made a motion to approve the new job descriptions with this change and Ginny seconded. The Trustees voted unanimously on this change. Elaine also commended Beth for the terrific job she had done updating the job descriptions. Beth then mentioned that the revised descriptions raised the assistant librarians and circulation assistants a grade. The motion was withdrawn for further discussion.

Grade increases have been proposed for all staff levels because of the jobs they are actually performing. This proposal would be brought before the Personnel Board on Monday, December 10. Linda felt that the Personnel Board would not approve an across the board grade increase. Beth felt that the grade increases should be left as stated as we were all in agreement. Even if the Personnel Board does not agree, they should know that this is what we propose. Elaine made a motion to accept the job descriptions, but not require assistant librarians to attend meetings. Ginny seconded this motion. The Trustees voted unanimously to accept this proposal.

- Proposed Budgets: Beth had presented the proposed budgets to the Budget Committee which consists of Ginny and Hermine. FY09 budgets have to be to the Town Treasurer before our next meeting. Three different budgets were presented to the Trustees. One that kept all grade levels the same and included a wage scale adjustment; one that increased the assistant librarian from 30 to 35 hrs/wk and the p/t circ clerk from 12 to 20 hrs/wk plus the wage scale adjustment; and one that increased the hours as above, plus the wage scale adjustment and also with grade increases. If we are presenting the grade changes to the Personnel Board on Monday and the budget needs to be to the Town

Treasurer, the Board is required to approve the budget which included the grade increase. Elaine proposed that "We approve the budget which includes grade increase and hours increase commensurate with the newly revised job descriptions. This was seconded by Dan and approved unanimously by the Trustees.

- Policy Sub-Committee: The committee meets weekly. Nelia is reviewing 5 policies and Beth is reviewing 5. They will discuss them together and bring all 10 with any changes before the Trustees at a future meeting
- Director's Review: The Trustees need to give our new Director her six month's review to see if the Trustees recommend to hire her permanently. Hermine handed out a folder containing a blank copy of the evaluation and a copy of the staff evaluation of the Director. She would like it back as soon as possible with the Trustees comments so she can met with Beth and then we can give our final approval at the January meeting. We are continuing with the staff evaluations of the Director as it seems to work for both our current Director and our staff even though this policy isn't necessarily recommended by MBLC.
- Holiday Party: Colleen reminded everyone of the holiday party which is Tuesday, December 11 from 4:00 – 5:30 pm. Trustees were requested to bring refreshments to the party. The Dunkl's will be playing at the party.
- Art Wall: Leslie reported that Ruth Kirchmeier will be our January artist; February will be Ann Howes and March will be Dan Waters. Ruth and Dan will possibly also give talks.

CORRESPONDENCE:

- Hermine gave us a draft of a letter she had written to the various library networks saying that Beth had board support. Ginny proposed we send it and Dan seconded. This was voted on and approved unanimously by the Trustees.
- We had a letter from Susan Wasserman requesting that the Trustees send a letter to the Friends, the Selectmen and the Planning Board saying it was a good time to spearhead a plan for the historical center of Town.

The library will be closed from 10-1 on December 15th for Nancy Whiting's Memorial Service.

Meeting adjourned at 7:55 pm.

The next meeting is scheduled for January 10 at 7:00 p.m.

Respectfully Submitted,

Linda M. Hearn, Secretary