

Medway Library Board of Trustees
Tuesday, June 4, 2019
7:00 pm Library

Trustees

Susan Alessandri, Chair
John Scott Smith, Vice Chair
Chris Monahan, Secretary
Diane Burkhardt
Trudi Stefan

Margaret Perkins, Library Director

Citizens

Paula Belanger, library assistant
John Foresto, Board of Selectmen, liaison to Library

Meeting called to order at 7:11 pm

The Director ran the meeting until a new Chair could be elected.

1. Election of Officers

a. Election of Chair

JSS Nominated Susan Alessandri and DB seconded. SA accepted the nomination. **Vote:** unanimously approved.

New Board of Trustees Chair took over the running of the meeting.

b Election of Vice Chair

CM Nominated John Scott Smith and SA seconded. JSS accepted the nomination. **Vote:** unanimously approved.

c. Election of Secretary

JSS Nominated Christopher Monahan and TS seconded. CM accepted the nomination. **Vote:** unanimously approved.

Regular meeting order resumed.

A. Approval of Agenda

JSS: Motion to approve agenda. DB seconded. **Vote:** unanimously approved.

B. Approval of the Minutes

SA: Motion to approve minutes from May 7, 2019 meeting. DB seconded. **Vote:** 3 yes; 2 abstain (DB and TS)

JSS: Motion to approve minutes from May 24, 2019 meeting. DB seconded. **Vote:** 4 yes; 1 abstain (TS)

C. Citizens Speak

A library staff member and a Selectmen came to the meeting to discuss the following concerns:

Staff member:

- There was another incident of the Patron from an April incident involving other Patrons. (An incident report is in process.)
- Staff are still unsure of what qualifies as an incident.
- Asking to amend policy to account for non-pornography related incidents.
 - Informed that there is another policy section regarding general library use.
- Some staff (3 coworkers) are wondering why the Patron hasn't been disinvited yet.
 - Discussed how the Trustees have been putting new policies and procedures in place. Researching what's needed and the correct way.
- General discussion of disinvitations continues.
 - How quickly can a disinvite be executed.
 - Normally the Board would have to vote on a disinvite. The Town Attorney thinks the Director could issue the disinvite and the Board would ratify it at the next meeting.
 - Discussion thought this would have to be the senior librarian on duty.
- The Board reiterated what has been said in previous Trustee meetings:
 - Any staff member should submit an Incident Report if they feel it's called for.
 - Any staff member should call the Police if they are the least concerned that there might be a dangerous situation.

John F:

- After discussions with the Town Administrator, John F. relayed that they are recommending that the Board put the policies and procedures related to disinvitation in place quickly.
- John F. said that the Board should ask for help from Town Hall with writing policies and training staff.

Paula B left at approximately 8:00 pm

John F:

- With the new budget year it's time to start planning for capital expenditures. There is the Fall Special Town Meeting in addition to the Spring (full) Town Meeting.
- Asked if there was sufficient funding for the summer lunch program. Margaret said there is. There have been donations from several sources.

John F left at approximately 8:20 pm

D. Review New Incident Reports

- None this month.

E. New Business

- Welcome new Trustee
 - Trudi Stefan was welcomed.
- Should the agenda order have Old Business come before New Business?
 - Board decided to leave New Business before Old Business

- July/August schedule check
 - July meeting will be the 9th.
 - August meeting will be the 13th.
- Proposed amendments to the Director's contract
 - Director requested two amendments to her new employment contract
 - The Town Personnel Policy has permitted uses of sick leave for the individual while the Library Union contract allows leave to be taken to care for family members. The Director would like her contract to use the language from the Union contract.
 - The Town Personnel Policy does not have a provision for longevity pay that the Union contract has. The Director was receiving long as union employee and continued to receive it when she became a salaried employee as Director. She would like longevity pay to be official.

SA Motion: To amend the Director's employment contract for two items:

Item 1: To have the permitted use of sick leave to match the Union contract language.

"An employee may use up to seven days of sick leave for the illness of a spouse, child, parent, or other individual residing in the employee's household."

Item 2: To include the longevity pay schedule (see below)

Longevity (effective July 1, 2008):

After 5 years of service \$100

After 10 years of service \$250

After 15 years of service \$350

After 20 years of service \$450

After 25 years of service \$550

JSS seconded. Unanimously approved.

- Director's contract renewal: One year or two years?
 - Most town employment contracts are for two years.
 - A two year contract means the Board doesn't have to vote on the contract every year and the Director gains more job stability.
 - A minor drawback is that the raise for the second year has to be voted on before the first year has happened. The raise could be renegotiated if both parties agreed to modify the contract.

CM Motion: to make the Director's contract a two year agreement with a 2% salary increase for the second year, which equals \$36.80 an hour.

SA seconded. Unanimously approved.

Discussed earlier suggestion by John F. to create a subcommittee to focus on policies and procedures related to patron incidents.

JSS Motion: Create a subcommittee to create policy and procedure recommendations for managing patron incidents. This may include recommendations for changes to the existing policy.

DB seconded. Unanimously approved.

CM Motion: Nominate SA and JSS to the new Patron Incident Policy & Procedure (PIP&P) subcommittee

SA & JSS accept the nominations.

TS seconded. Unanimously approved.

- Review Director Annual Review document for any changes to be discussed. The Director's review will be conducted at the next meeting
 - The Board isn't making changes.
 - CM to send the Annual Review document to SA.
- Pick an incident report format
 - Reassigned to the PIP&P subcommittee
- Formalize the incident report process
 - Reassigned to the PIP&P subcommittee
- Start the process for filling a vacant Board Seat outside of an election
 - DB to submit a resignation letter at or soon after the July meeting.
 - The new member will be appointed.
 - There is a timeline and a deadline.
 - The Board will review the process at the next meeting.

F. Old Business

- State conflict of interest training
 - Chris and John still need to complete this training.
- Posting the Library Internet Use Policy at each computer
 - Director completed.
- Discuss Patron incident on 5/20/19
 - Postponed pending the PIP&P subcommittee report at the special Trustee meeting on June 11, 2019.
- Get the correct process for issuing a no-trespass letter
 - Reassigned to the PIP&P subcommittee
- Buying an additional 3D printer in this fiscal year
 - The MakerSpace Coordinator and the Director have confirmation that a CNC machine qualifies as a printer. They will attempt to purchase one this fiscal year that fits in the remaining funds of the Copier & Printer Revolving Fund.
 - They have some (two or three?) people willing to help with the purchase and assembly of an appropriate CNC machine.
- Get the process to ask for an exception to the \$3000 spending limit on the Copier & Printer Revolving Fund.
 - John F. said any exception would have to happen at the Spring town meeting.
- Review technology solutions to assist with enforcement of the "Computer Use & Internet Access" policy.
 - Reassigned to the PIP&P subcommittee

G. Budget Report

Margaret distributed the [Budget Report](#) via email.

H. Director's Report

Margaret distributed the [Director's Report](#) via email.

I. Special Programs, Fundraising, Sponsorships

J. Adjournment

DB: Motion to adjourn. Meeting adjourned 9:11 pm.
Next meeting June 9, 2019.