

Blake Memorial Library Approved Minutes
7/9/2019
Special Meeting

Meeting started at 5:00 pm

Members present: Miranda Moody Miller, Catherine Tudish, Anne McKinsey, Linda Weiss, Jane Conner, and Hillary Dudenhoeffer. Members absent: Shirley Montagne, Greg Thurston, Catherine Whalen.

Miranda and Cate met with Christiane for three hours previous to this special meeting to discuss plans to work together moving forward. Miranda went through the action plan, page by page.

1. Communication with volunteers was discussed by the board as needing improvement.
2. The personnel policy needs more clarification.
3. Catherine Tudish will work with Hillary to make meeting notes have clear action plans.
4. The board entered executive session at 5:45 PM and exited at 6:51 PM
5. Miranda made a motion that the bylaws are changed to preclude the president of the board from being on the personnel committee in order to give the director multiple avenues to express grievances.(Bylaws VI:2:E[F]) Jane seconded the motion and board approved.
6. It was commented by the board that the Director's Schedule was 'squishy' while all the other documents and policies are quite specific. The director's schedule section was full of verbiage and possibilities. Jane said she would wordsmith it to be more direct and send the suggested rewording to Cate/Miranda for review.
7. There is a "Who to Call" list taped on the wall behind the circ desk. It should be updated to also include who to contact with building maintenance issues (no heat or the like).
Who's doing this?
8. Next steps:
 - a. Cate and Miranda will meet with Christiane to present the board's unified agreements to her requests.
 - b. We need to take positive action with a systematic approach to each document
 - c. we will start with Roles and Responsibilities (drafted by Christiane)
9. Governance will get started on developing policies as requested. Jane will contact Shirley to see if she has any electronic copies of our library's policies from the past. Lara Keenan at VLA has copies of policies from many VT libraries and we can use her as a resource. It was pointed out, however, that the history and culture of BML, and its place in the community, may not be recognized by standard documents. VT libraries policies can also be found online here:
https://libraries.vermont.gov/services/public_libraries/library_policies
10. The Action Plan document
 - a. Concern was expressed that those not present at the meeting would not intuitively understand the Action Plan document
 - b. this will be on the agenda for the next meeting

11. Concern was expressed about the frequency of board meetings. While we need to press forward with working on the action plan, we also cannot burn out our board members. Cate and Miranda will work with Christiane to be sure she understands this.

12. We will set the next meeting after Cate and Miranda's meeting with Christiane.

Meeting Adjourned at 7:58