



Blake Memorial Library

Special Meeting, Dec 19, 2018

6:00 pm to 8:00 pm

Present: Sukie Hausmann, Christiane Carroll, Lisa Locke, Greg Renner, Anne McKinsey, Shirley Montagne, Cate Whalen, Hillary

Dudenhoeffer, Miranda Miller

Not present: Lynne Benjamin,

- I. Transition without a permanent director was established as follows.
 - a. Facebook updates will be done by Christiane.
 - b. There are 4 Heat pump remotes (one per unit) but can use one.
 - c. Shirley will keep an eye on the oil level in the oil tank.
 - d. Director calendar with prior scheduling for historical reference and public calendar is on website.
 - e. There is a listing of volunteers with contact information, keys and circulation desk schedule and a few names for interim paid help to keep things running.
 - f. The Blake Memorial library email has limited storage, so it is necessary to actively check email to keep the server clean and setup an office message. The passwords are in the training book. Anne will routinely check email (most are spam) and add an automatic message to patrons.
- II. Transition document priorities.
 - a. In order to keep library open schedule, ask volunteers for shifts to keep the doors open.
 - b. Post events periodically to Listserv and keep newsletter going.
 - c. ILL loans can be shut down if it is deemed to be necessary.
 - d. Collection purchases can be suspended temporarily. Jane Conner will continue to review books with suggestions to purchase.
 - e. Lisa will pick up the mail.
- III. Next question is whether to hire interim and to appoint a transition committee.
 - a. Suggestions from Emily and the board are: Amanda Narowski, Rob Rinaldi, Betsy Zandstra, Marian Cawley, Holly Waterman. Another option was a volunteer interim director.
 - b. The next discussion covered the interim hourly rate. \$16.50 is lower than salary range and if any sub would be interested in the Director position, how they would slide into the director's salary range. Interim hourly rate recommendation is \$17/hour. Recommendation to hire interim director. Motion: hire part-time interim library manager to fill in while we continue to search for new director at 16.50 per hour up to 20 hours a week. Seconded and approved unanimously.
 - c. Anne volunteered to call proposed potential substitute interim directors. Then Shirley and Greg will assist in talking with respondents. There is volunteer coverage until Dec 28th
- IV. Winter hours discussion. There is a lot of traffic between 5:00 and 6:00. Attendance in the evenings after 6:00 pm is very low, and it was proposed to close at 5:00 pm Monday and Wednesday effective immediately. This will be reviewed later due to attendance. Motion

to reduce winter hours to ending at 5:00 pm for Monday and 5:00 pm Wednesday pending the willingness of volunteers to staff until 6:00 pm on Monday. Seconded and voted unanimously. Anne will call Ben since he staffs the circulation desk in the evenings and see whether he would volunteer at a different time as a substitute or if hours will be changed again. Ultimately Monday and Wednesday hours were scheduled from 2:00 to 6:00 pm.

- V. The BML Training book has been returned by Deborah.
- VI. It is important that volunteers be kept aware of board plans. There is a Volunteer update already done by Emily. Miranda wrote up a notice to volunteers from the board.
- VII. Revision of Job Description for the Director.
 - a. Discussion on how much time that the Director spends here during the opening hours. Another question is whether the director is the librarian or the welcoming face or the Director.
 - b. Emily estimated that takes 37 hours to do all the work (15 hours administration and 22 hours face time open time). If director can do less than 22 open hours, can they fit the job into 30 hours? It was recommended to add a paid staff employee in addition to Director which will allow scheduling both people to be at the library for open hours.
 - c. There is enough money in the salary 2019 Budget to split up the position into part-time Director (20 hours for example), and paid assistant (10 hours). Another option is to hire a Director for a 30-hour week with some time for a part-time administrative assistant.
 - d. Moved and seconded: Advertise for a 30-hour week full-time director. If the director salary range is \$27,000 to \$34,000, then additional monies can be withdrawn from the Holland fund and/or building and grounds surplus. Voted in with 6 ayes and 2 nays.
 - e. Moved and seconded: Hire an administrative assistant for limited hours based on budget and need; and wait until Director is hired as the Director will be responsible for a second person. Unanimously approved with second.
- VIII. Addition to the bylaws was moved and seconded: "A trustee may resign from the Board at any time by submitting a written letter of resignation, which shall be effective as of the date of the receipt thereof by any officer of the Board, unless a later date of effectiveness is specified therein. The Board, by a two-thirds majority vote of the membership of the Board, may remove a trustee from office, effective immediately, for any reason as determined by the Board."
 - a. Discussion. Question of due process since elected by association? 2/3 majority is not arbitrary or capricious.
 - b. Margaret Loftus indicated that it was missing from our bylaws and should have been put in. Suggested procedures to be approved by the governance committee.
 - c. Called for a vote: 7 ayes and 1 abstention.

Adjourned 9:15 pm.