



Blake Memorial Library

Board of Trustees

January 12, 2019 Special meeting

Present: Anne McKinsey, Linda Weiss, Greg Renner, Jane Conner, Christiane Carroll, Lisa Locke, Shirley Montagne, Hillary Dudenhoeffer, Miranda Miller

Meeting started at 12:00 pm.

1. Interim Director:
 - a. Christiane would like to work to 15 hours per week, is willing to get library certification and is eager to talk about how to schedule her time. Currently, Christiane is spending 10 hours a week as a volunteer by processing books, publicity, sign-out books for Moby Dick reading session, new donor email updates, January newsletter, cleaning up, circulation desk. She is using Emily's list for priority for tasks. What is not being done are grant applications for library events and required Dept of Library reporting.
 - b. Interim director position has no benefits.
2. Permanent Director and assistant position discussion
 - a. Recommendation to hire within the community to keep community center spirit and orientation.
 - b. Recommendation: an assistant who can cover is important for backup for the director.
 - c. How many hours with director or paid staff open hours to assist volunteers? Are there enough volunteers who can manage without the director or assistant during the library open hours?
 - d. A concern is if the director's position is split, then how will healthcare \$10,000 grant benefits be used. This is new territory and it is not clear how many hours staff must work to for the library to continue receiving the donation.
 - e. Job position duties of a paid assistant. Does Assistant need to know everything as the Director? Need job descript for assistant.
 - f. The question of Co-Directors was discussed. Certification and more pay when reaching certification which is important to apply for Vermont Library grants. Overall it was not considered a viable option.

Motion and seconded: To hire an interim director for 15 hours a week until a permanent Director is found. Discussion included the question whether there is enough time to develop a revised job description of Director as well as develop Director responsibilities before advertising for a permanent Director. Will the interim director provide feedback as to how to revise the Director's job description? Unanimously approved.

Motion and seconded: to authorize hiring of Emily Heidenreich to train interim director for number of hours as determined by the interim director and Emily. Unanimously approved.

- Motion and seconded: To hire Christiane Carroll as the interim director at \$18.43/hour for 15 hours a week. Discussion without Christiane present. Unanimously approved.
3. Christiane resigned from the board. Motion to accept resignation. Unanimously accepted.
 4. Motion and seconded: to nominate Jane Conner as President of the Blake Memorial Library board of trustees. Unanimously approved.

New board member for the empty position: ask Laura Waterman to serve until the April annual meeting.

Discussion to job descriptions.

- a) Definition of assistant job description will be in consultation with Interim Director and potential interested applicants. Question arose as to whether to hire an assistant before the permanent director is hired, and for how many hours?
- b) Director's job description can assign duties to the assistant based at the director's discretion.
- c) Question of whether it is important to have paid staff here at open hours? This question is referencing previous board discussions. This needs to be identified during interview.
- d) Expectation is to let Interim Director determine when to be at the library.

Next Steps:

- a) Jane will talk to Emily regarding training of interim director.
- b) Discuss with individuals who were interested in assistant job earlier to find out much time they can work at the library. The purpose to get help with an assistant for 15 hours. Greg will talk to Rob, Miranda will talk to Amanda, Linda will talk to Marian. Betsy Zandstra is not interested. Salary will be discussed later.
- c) Jane will let volunteers know that the Board has hired Christiane as Interim Director.

Next meeting: 2 weeks. January 25 at 6:00 pm.

Agenda: Report back on level of interest on assistant. Interim director's report. Evaluation of training. Next steps of job.

Adjourned at 2:20 pm.