



Blake Memorial Library

Board of Trustees

February 5, 2019

6:30 pm - 8:30 pm

The meeting was called to order at 6:27 pm.

Present: Miranda Miller, Anne McKinsey, Cate Whalen, Laura Waterman, Greg Renner, Linda Weiss, Lisa Locke, Jane Conner, Hillary Dudenhoeffer, Shirley Montagne

1. The Board of Trustees recommended sending out the notes of the unapproved and unedited meeting minutes to the board members via emails with 5 days of the meeting. This is to strive to meet the Open meeting law. Corrections will be sent back to Shirley within 48 hours of email and then send out to trustees for final review. Then it will be posted on the GSuite and the Blake Memorial Library website as a draft and will be approved at the next Board of Trustees meeting.
2. Correspondence with Laura Keenan regarding posting for Director's position was addressed. Her opinion is we can do as we wish. Just need to have justification for our approach in case it gets challenged.
3. Process of Interviewing was discussed.
 - a. There are strong candidates for assistant position. Post on Corinth/Topsham Network (LRN) for another week. Interview process starts with prescreening of phone calls for either position (Director and/or Assistant). Post on by February 6, 2019 and close by February 12, 2019. Jane will receive any phone calls.
 - b. Review of budget for various hours per position of director and assistant. It appears that up to 20-hour director position and 15-hour assistant position would meet the 2019 salary budget including payroll taxes.
 - c. The question of whether can offer health benefits for part time since must purchase Health plan. Lisa will investigate.
 - d. A discussion of whether a staff member should be present when the library is open (22 hours) as desirable and there is a need to have knowledgeable staff or volunteers here during open hours.
 - e. Director position will be filled prior to assistant position, so the director can interview for the assistant position.
 - f. Remote work was discussed. Consensus that all staff working time will be spent on site at the library.
4. Move into Executive Session as of 6:50 pm to discuss candidates. Left Executive Session as 7:30 pm.
5. Motion to set up an interview committee with both trustee and community members: Linda Weiss, Jen Spanier, Nancy Kittridge, Hillary Dudenhoeffer, Miranda Miller. Seconded and unanimously approved.
 - a. Board meeting will follow interview to hear about the search committee recommendations.
6. Nominating committee: Chair Lisa, Laura, Anne

Meeting was adjourned at 8:37 pm