

## **Westhampton Public Library Board of Trustees**

December 13, 2018, 7:00 p.m.

Judd Room 1 North Rd Westhampton MA

**In attendance:** Brian Mulvehill, Anne Marie O'Reilly, Lynn Cooper, Mikki Nevins, Carol McMurrich (taking minutes), Celeste Whiting, Lynn Blair, Tom Martin (for item 3)

### **1. Call to Order 7:03 PM**

**2. Minutes from last meeting:** corrected last sentence to reflect Whiting's true inquiry.

**3. Update** from Tom Martin: has gotten quotes for tree work on property:

-CL Frank- \$2400

-K and J – non committal, didn't come out.

-Larkin Tree Services- \$700 for the work.

Tree Warden and Blakesly both approve work. Cooper corroborates that Larkin is excellent.

**4. Treasurer's Report:** Gift Account: \$22,322.55; Library Building: \$5,489.48. State Aid: \$1,683.79; Deferred Town Monies 50,317.09. Total: \$79,812.91

**5. Director's Report:** as written, and conversation about re-writing policy regarding summer hours (which are going to stay). Also conversation about posting library closings (due to weather) on TV. Blair believes we are already listed in some places. Trustees vote unanimously to accept the re-written service hours policy.

There is enthusiasm for the idea of labeling the children's section but Sara's idea is very expensive (nearly \$1000) which is 55 labels at \$14.95 ea. Purchased from a library supplies company. Trustees encourage further research for a less expensive option.

Lynn requests professional development funds - \$250.00 – for an online genealogy course.

Trustees approve. (have only used \$40 of \$900 this FY)

**6. Friends Report :** Friends did not meet.

### **7. Old Business**

1. Coat Rack: in the minutes, there was no discussion of compensation for Steve Campbell. Campbell will not give a price, and trustees have not yet had a conversation about what they planned to pay for this piece. Cooper and Nevins will both ask their sons what they think materials/labor would have been so we can give Campbell an honorarium. McMurrich will also ask Greg Reynolds.

2. Comp time – Blair did research and in both library and town policy comp time is already in there. Patty Cotton indicated that people don't typically use comp time, and asked for details. Mulvehill gave examples of volunteers for town events. Policy says that library can use it if the trustees arrange it. If comp time is issued it needs to be reported when it is used "as it is a liability to the town and needs to be tracked". However: the catch is: The Town of

Westhampton's policy (written 2014) indicates that comp time can be requested for hours worked in excess of the normal schedule at time and a half... while the library policy indicates regular time (likely written prior to 2014?). So we will have to see which policy we should adhere to. Mulvehill has a request in to the select board to determine details. Will wait to hear back before we hammer out details for our arrangement with Blair.

Blair also asked Cotton about compensation during snow days: if the buildings are closed then staff get compensated. Do what you can at home.

3. Snow Policy – covered.

4. Staffing analysis - continued discussion regarding staffing. First conversation would be increasing director hours from 35 hours to 40 per week. Blair is wavering between that and asking for increased hours for youth services, simply because that position could really use more hours. Mulvehill comments that adding the 5 hours will probably be relatively unremarkable to the finance committee, while increasing youth services would likely attract more scrutiny. Could Blair make a list of what could get done by a youth librarian, but is not currently getting done due to the shortage of hours? Then perhaps for the next fiscal year we could look towards that.

Blair believes that Sara just needs more planning hours for programming. Programming is expected from patrons for children. Trying to keep up with expectations rather than going above and beyond. Mulvehill suggests that any time a patron comes with suggestions/complaints they Blair sends them to Mulvehill so that we can document those requests and have a bank of evidence. O'Reilly asks: what happens in the 19 hours, and what is it that she would want to accomplish with more time? What are we proposing for an increase? We can work towards those discussions next year.

Whiting states that what we are doing in this effort is we are professionalizing these positions. We are no longer just employing town residents who are willing to work/volunteer, we need professional roles.

Mulvehill returns to the idea of whether we could hire someone else for part time to take items off the plates of the staff librarians (at a lower hourly rate). Would some volunteers be interested in a few paid hours? Blair thinks they appreciate flexibility of paid time.

Trustees vote unanimously to increase the library director's hours to 40 hours per week.

**8. New Business:** Budget Discussion. Orienting Mulvehill to the process of creating the budget. Blair explains that Mulvehill, Blair and Nevins will get together and look at the numbers from last year and make guesstimates about the numbers for next year. Then bring to the board. Mulvehill proposes small committee meeting right after the New Year: January 3 at 4 pm is set for that meeting.

9. Any other business to come before the meeting: O'Reilly suggests that we keep our reliance on volunteers on the back burner for discussion. For example, having set Saturday hours that rely on volunteers coming.

10. Set date for next meeting: January 10<sup>th</sup> 2019 at 7 pm.

11. Adjourn: 8:03 pm.