

Meeting of the Westhampton Public Library Board of Trustees

July 25, 2019, 7:00 PM

Judd Room, 1 North Road, Westhampton

In attendance: Carol McMurrich (taking minutes), Anne Marie O'Reilly, Mikki Nevins, Lynn Cooper, Brian Mulvehill.

1. Call to order – 7:03
2. Minutes from the last meeting – Minutes from June 12th approved unanimously, as were the minutes for the special meeting on June 22nd and July 1st. McMurrich will send all 3 minutes to Cheryl – westhamptontownhall@comcast.net attn: Cheryl
3. Treasurer's report – no report this month. Lynn Blair will be doing the books this weekend and will forward the report on to us.
4. Director's report – no report
5. Friends' report – no report
6. Old Business
 - a. Poles in the field: Cooper wanted to re-discuss the pole issue. Mulvehill suggests we wait until after our director transition is over and then consider purchasing metal poles that can be taken out/put back in easily.
7. New Business
 - a. Resignation of Library Director – Blair has resigned.
 - b. Exit Interview – Blair left with no major complaints. Left a list of what projects are ongoing/pending. A few points to consider: **First:** Saturday volunteers are feeling stretched. We need to recruit more volunteers.
Second: Relationship with the Friends needs to be clear cut. Friends are active and enthusiastic: but have asked for Blair to do some little tasks/chores. Seemed to be a presumption that she would take on jobs and projects for their events. She felt it was important to be at their meetings so that she could avoid being asked to do jobs etc. Blair had been hesitant to say anything because she was feeling sensitive to the Friends' feelings. We need to have a conversation with the Friends to indicate that the library director cannot be asked to do things. Warned that it would be easy to be burnt out because of lack of back up. Trustees determine that when a new director is hired, we will ask Friends to run all requests through us and be clear with that director that there is no expectation that they attend Friends' events.
Better budgeting software
Limit the number of after-hours events- that was overwhelming for Blair
Suggests that we rely less on local help (which often take a long time) and extend to other vendors to get building maintenance done quickly and efficiently
 - c. Interim Librarian- Judy Kelly- away through first week of August. Verbal agreement to a two-month interim with the possibility of extension. Mulvehill has typed up an end date of September 27, 2019 and we may negotiate for longer. Kelly will likely serve 30 hours as an interim.

- d. Transition period: needs and process
 - i. Lynn Cooper will serve as temporary chair for next week to be a liaison while Mulvehill is in Quebec so that Judy will be available to do the paperwork, if she has any questions or needs. Cooper will be available to Lynn Blair: if she has questions, and also to deliver the payroll/ expenses up to town hall by Thursday at 5. Payroll goes to treasurer and expenses go to the accountant. Mulvehill will meet with Kelly her on 8/5 upon his return.
 - ii. Mulvehill will email Kelly and include the trustees on the emails so that she has the necessary information.
 - iii. Lynn did the 7/19 payroll and will do the 8/2 payroll.
 - iv. Mulvehill has a list of who has the library key
- e. Hiring Committee- Anne Marie O'Reilly reports.
 - i. Overview of process: Received 7 applications. Created an application review: based on job description is a tool to go through the application and quickly assess if they have the necessary skills.
 - ii. Interviews: 3 interviews scheduled, 2 on August 5th and one August 6th. At the end of the 6th will know which candidates will be passed on.
 - iii. Trustees will do second round of interviews: Committee will send us two or three candidates. Committee will write down who they prefer but trustees plan to not look at committee's preferences until after they have interviewed/discussed so they will not be biased.
 - iv. Trustees propose that August 7 (7:00) or August 8th (6:00) could be used for second round of interviews. Trustees will meet at 6 on Wednesday 8/7 to discuss interview questions.
 - v. Mikki Nevins will check to make sure we have a reserved space for August 7 and 8 for the interviews.
- 8. Correspondence: Volunteer Retirement – Lorraine O'Keefe. Lynn Cooper will send her a card.
- 9. Any other business to come before the meeting
 - a. Barbara Pelissier is interested in becoming a volunteer – Mulvehill will reach out to her. Will indicate that she can touch base with Cooper or Elysse or Victoria.
 - b. Will continue to be closed Monday and Wednesday afternoons
- 10. Meeting adjourned: 8:43
- 11. Next meeting: Thursday September 12th 2019