

Randall Library Trustees Meeting

November 1, 2012

Present: Tim Reed, Barbie Wolfenden, Jane Epstein, Amante Coppes, Henry Donahue, Kathy O'Brien and Director Melissa Fournier.

Absent: John O'Keefe.

Meeting called to order at 7:30pm.

Director's Report:

- Melissa reviewed the newly created employee policies and proposed evaluations for staff. She requested Board input. Discussion followed. Although there are numerous overlapping duties among all the aides, currently one aide is responsible for circulation; another aide handles purchasing supplies and books; another is the liaison for the Library Friends, special events and grant writing. A single job description and evaluation form for all aide positions was suggested. Melissa will provide the revised forms.
- The Children's Librarian and the page have separate duties and will have different evaluations.
- Evaluations will be done in January, as is standard library operating practice.
- Included in the evaluations are steps for handling any staff member not performing up to expectations:
 1. A verbal notice of unmet expectations with offer for training.
 2. Clarification of duties and an opportunity for training.
 3. Test/check for any improvements with offer for training.
 4. A written letter explaining the need of improvement and offer of training.
 5. Dismissal or disciplinary action would only be taken if an employee were not making substantive progress in improving.
 6. The union may have additional steps in the process.
- Following a discussion, Kathy made the motion that the evaluation of all staff would again be the director's job. Barbie seconded the motion and the Board unanimously approved.
- Melissa explained how library fines are being handled. Monies are collected monthly and returned to the Town as part of its General Fund. \$400. - \$500. was the usual amount transferred.

Chair Report:

- Chairman meetings continue on Tuesdays with the library staff.
- Town election on November 6th includes a request for an exemption to the provisions of Proposition 2 and $\frac{1}{2}$.
- Town meeting on the 14th of November will be asking for approval of spending \$300,000. for the design phase of the library renovation and addition.
- Tim urged everyone to get the word out for support of the library for both the election and the town meeting.

Bylaws Committee: The proposed Bylaws were reviewed through page three. Amendments were discussed, agreed to and unanimously voted on. Work will continue at future meetings.

Meeting adjourned at 9:23pm.

Respectfully submitted,


Kathy O'Brien