

Barrington Public Library
Board of Trustees
February 6th, 2018
Adopted Minutes

Present: Traci Bisson, Sam Boduch, Ron St. Jean, Lydia Cupp (ALT-voting), Susan Frankel (ALT-voting), Leigh Elliott, Lindsey Maziarz and Amy Inglis Library Director

Absent: Peter Royce, Robert Drew, Victoria Sellers (ALT)

Also present: George Bailey Selectman, Barrington resident Karolina Bodner

The meeting was called to order at 6:05 PM

The minutes from the January 16th, 2018 meeting were accepted with corrections (m/s Traci/Ron) and passed on a voice vote.

The next Foundation meeting is scheduled for Tuesday February 13th, 2018 at 6pm at the library and is open to the public.

Outreach Committee: Town elections will be held on Tuesday March 13th, 2018. This could be a good opportunity to have a table set up in the auditoria for the outreach committee. Leigh will follow up with Stan Swier to secure a table.

Key points of the deliberative session on February 3rd, 2018 were discussed. Namely the possibility of the town purchasing the TD Bank building on Rt 125. Amy stated that what is needed is for all of the town departments to come together to assess their needs, work together on a consolidated plan and use resources efficiently. This will also be more likely to elicit stronger support from the residents.

The director hiring process is drawing to a close. The candidate to which an offer has been made to has accepted the position of Library Director and signed a contract. Pending a satisfactory background check they should be able to begin work at the library on Thursday March 8th, 2018. Once the hiring process is complete a formal announcement will be posted stating the appointment of the new Library Director. The announcement will be submitted to the NHLTA as well as the Barrington library newsletter and social media outlets.

Michelle Hawkins has given her notice, her last day will be March 7th, 2018. This will open up the Materials Processing position. Sam made a motion to move Sarah Berry to the Materials Processing position, this is seconded by Traci and passed on a voice vote. Sam made a motion to approve Amy moving forward on posting the now open Desk Clerk position, Susan seconded and the motion passed on a voice vote. Michelle did express she would be open to staying on as a fill in if needed.

Ron suggested for the board to review the wage matrix for part time employees to ensure pay rates are competitive and allow for employee retention. Sam made a note to review this in June 2018.

Traci made a motion to close the library on March 9th 2018 from 10am-12pm to allow the new director time to train and acclimate to the library and staff, seconded by Lindsey and passed on a voice vote.

Sam made a motion for Amy to continue work full time for the month of March and change to part time in the Interlibrary Loan position on April 2nd, 2018, this is seconded by Ron and passed on a voice vote. This will provide added coverage while the new director comes up to speed.

During the new directors transition time in March Sam will bring the new director to the town hall and make introductions. Traci also offered to take the director to breakfast and provide the background of the Foundation. Amy also suggested to bring the director to a Selectmen's meeting. Lindsey will check in with the new director weekly during the month of March to answer questions and provide guidance when needed. Susan will review credit card reconciliation procedures with the new director. As the new director gains footing suggested also is for them to attend the Friends of the Library meeting.

Leigh and Lindsey to reach out to the libraries they spoke to during the search committee process and seek to obtain feedback from newly hired directors.

The alarm list will be updated to include the new director, Lindsey Maziarz , Leigh Elliott and Robert Drew.

The bank account signatories need to be updated with Susan Frankel, Wendy Rowe and Melissa Huette Library Director. The update will be completed after the town election on March 13th, 2018.

A day to celebrate all that Amy has done as Director in her time with the library and to welcome the new Director is being planned. The board will concur with the new director once she is actively employed to determine the best day to schedule this, hopefully in late March or early April.

Old Business: Ron stated he had been reviewing some of the old library minutes back to 2001. Many of the same topics from those minutes are very similar to what we are now discussing, namely the need for a new building.

Sam will email Victoria to confirm she is not seeking to be re-appointed in March as an alternate.

Karolina is considering being an alternate Trustee. Sam reviewed the responsibilities of being an alternate Trustee and said if she was interested in pursuing it further to please attend the

next Trustees meeting on February 20th. If she did want to commit to being an alternate it is likely that she could be appointed in March.

New Business: Susan, Leigh and Lindsey are all interested in the NHLA Advocacy Bootcamp on Monday March 12th at the Hooksett Library from 1-4:30. The cost is \$30 per person to attend. This workshop is presented jointly by James LaRue (Director of ALA's Office of Intellectual Freedom) and Marci Merola (Director of ALA's Office for Library Advocacy), will show attendees how to re-think library advocacy, re-define the library community, and expand the way we have been advocating for libraries. Traci made a motion to approve Susan, Leigh and Lindsey to attend the conference using funds from the Trustees education fund, Lydia seconded and it passed on a voice vote.

Lindsey made a motion to go into non-public session per RSA 91-A:3 (reputation) at 8:05pm, this was seconded by Traci and passed on a voice vote.

A motion to return to public session at 8:24pm was made by Traci, seconded by Sam and passed on a voice vote.

Pluses and Deltas - Plus - food and supportive team environment at the meeting

Delta - this is Ron St. Jean's last Trustees meeting. We thank Ron for his tremendous and steadfast service during the past 18 years and wish him well in the future.

A motion to adjourn at 8:27pm was made by Sam, seconded by Traci and passed on a voice vote.

Next meeting Tuesday February 20th, 2018

Minutes recorded by Leigh Elliott