

Lucius Beebe Memorial Library  
Board of Library Trustees

**Meeting Date: December 16, 2020**

**Meeting Location: Remote Meeting via Zoom** *(Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation)*

**Trustees Present**

Jeffrey Quinn, Cindy Schatz, Laura Cutone Godwin, Kevin Scanlon, Chris Barrett, Tim Healy, Adam Rodgers, Aimee Lominac, Susan Wetmore

Staff: Catherine McDonald, Jaclyn Powers

**Documents**

Agenda

Secretary's Report

Staff Reports

Operating Budget Status Report

Gifts and Grants Status Report

Gift Fund Summary

**Scanlon called the meeting to order at 7:06 PM**

**Acceptance of Secretary's Report**

Discussed a typo in the report - Cindy Schatz name was misspelled in one location. Schatz moved to accept the secretary's report with typo amended, Lominac seconded, approved unanimously by roll call vote.

**Staff Reports**

Healy moved to accept the director's and staff reports, Lominac seconded.

Discussed capital request to be submitted to the Department of Public Works on 01/08. The DPW is aware of needed repairs to the roof and Main Street steps - the remaining items include new carpeting, painting, and other lower priority items. Discussed that it is unclear what funding if any would be available for these capital improvements. Discussed that technology improvements are considered capital, but are separate from these capital requests.

Discussed ongoing work to update the library website. The vendor has outlined the remaining steps and timeliness, with a goal of mid-January for completion. The remaining work is fairly routine and revolves around content creation.

Discussed roof issues - some small leaks popped up recently but have been tracked down and fixed. No damage resulted from the leaks.

Discussed the public pay phone funded by the Friends of Beebe Library in the Avon Street entryway. The Friends had discussed discontinuing funding of the pay phone. It is expensive in general, but is more expensive during the shutdown - the monthly cost is offset by users paying to use the phone, but when it is not in use the Friends pay the full fee. The Director pointed out that some patrons rely on that phone, as they have no other access to a phone, and once the phone service is suspended it is unlikely the phone company will reactivate it. Discussed potential safety guidelines or requirements for having a public phone. The Director will be discussing the issue directly with the Friends.

Discussed the impending snowstorm. The library policy is to shut down whenever the town institutes a parking ban. The early forecasting of the storm allowed for rescheduling of patron book pickup from the day of the storm to Wednesday and Friday. Staff will still be working remotely.

Discussed Holly Turner in the children's room becoming certified to teach ukulele.

The motion to accept the staff reports was approved unanimously by roll call vote.

### **Public Participation**

Michael Kilkelly sat in on the meeting.

### **Correspondence:**

None.

### **Committee Reports:**

#### **Budget:**

Discussed the state budget approved by the state house and senate presented to the governor for final approval and signature. It includes a 20% increase in state aid for libraries, representing an increase in aid for Beebe Library and would offset dips in gifts from Blossoms and The Friends after their signature events were cancelled due to COVID-19.

Discussed the book budget - the funding is already planned out for physical books and electronic materials.

#### **Building and Grounds:**

Sardella Signs is pursuing vendors for the electronics for the sign to ensure competitive pricing.

#### **Friends:**

Quinn covered. Discussed a pause in the book collection while the Friends assess their storage capacity and existing holdings. Discussed a successful round of honey sales. Discussed generating publicity by presenting an oversized check to the library to go with their planned donation.

Rogers to cover in January.

#### **Gift Funds:**

Discussed using gift funds as an option for paying for the repairs and upgrade to the Main Street sign.

Discussed proposed library budget review process. The budget is being reviewed by a Finance Subcommittee currently, but will go to Town Council before going to the full Finance Committee for review. There are no dates for these reviews at this time, and no indication of final town budget numbers given uncertainty driven by COVID-19.

#### **Legislative Advocacy:**

Discussed state budget release from committee after reconciliation of the versions passed by the State House and Senate. Bill is reported to have been signed by the Governor but had not been posted to the state web site as signed into law as of this meeting.

Per the MBLC all requests for library-related funding have been met, and state aid was above the requested level.

The State is looking at revising certification rules for this year to accommodate libraries' compliance with closure recommendations and occupancy limits on response to COVID-19.

#### **Personnel:**

See below.

### **New Business**

Discussed the recently signed Director's contract that took effect July 2020. Because of language in one section of the contract, the Director is governed by an employment section of the Town by-laws. All other town employees have transitioned to contracts that refer instead to the Town's official Employee Manual, developed and maintained by the Town Director of Human Resources.

The Director proposed changing the language in the contract to refer to the Town Employment Manual wherever it currently points to the town by-laws. The change would not alter Director benefits, as the contract stipulates that benefits would be at least what is provided to other Beebe library staff - all other librarians are under contract as collectively bargained with their unions, and the benefits detailed in the agreements with the unions are commensurate with the stipulation in the by-laws. The by-law in question outlines vacation time, personal time, compensation time restrictions, and other items related to paid time off.

If the Library Director's contract is so amended, it would allow the Town to move forward with cleaning up and/or removing the section of the by-laws currently referenced by the contract.

The current director's contract has a line including the phrase "... benefits granted by Personnel By-law...". The revision would change that to "... benefits granted by the Town of Wakefield Employment Manual...".

Discussed who can change the Employment Manual. The exact process was unclear, but it would have to go through the Human Resources Director at a minimum.

Discussed whether to act now to amend the contract or wait for the next Director's contract. Discussed benefits of cleaning up the contract, including consistency with the other departments in town.

Discussed process for updating the contract should the Board approve.

Discussed verifying the legal ramifications of making the update and relying on the Employment Manual. The contract would supersede the Employment Manual in case of any conflict. Schatz moved to amend the Director's contract to replace the phrase "Personnel Bylaw" with "Town of Wakefield Employment Manual" and to grant Kevin Scanlon authorization to approve the amendment via signature on behalf of the full Board. Godwin seconded, motion unanimously approved by roll call vote.

The Board gave its thanks to the Beebe Library staff for all their hard work under extraordinary circumstance in 2020.

The Director thanked the town for all their support throughout the year.

Next meeting is scheduled for January 27th, 2021.

### **Adjourn**

Schatz moved to adjourn, Barrett seconded, motion passed, unanimously approved by roll call vote.

Meeting adjourned at 8:05 PM.