

Willington Public Library  
Board of Directors  
Special Policy Committee Meeting  
October 28, 2020

1. Call to order.

Elena called the meeting to order at 6:32 PM.

In attendance were Elena Testa, Joy Wrona, Kathy Ryan- Gidman, Karenann Caldwell, Hope Gove and Deb Linares. Sara Jean arrived at 6:50 PM.

2. Checking and revisions of the WPL director's responsibilities

Point #1- Qualifications of the WPL director were discussed. Karenann made a point that we should add 'in Library Science, Business Administration or related field;' in the phrase Bachelor's degree or equivalent combination of education, so it will read Bachelor's degree in Library Science, Business Administration or related field; or equivalent combination of education and experience. Elena made a motion to state above as such. Karenann 2nd. 4 votes yes. Kathy abstained. Motion passed.

Point #2- Should the director have the ability to hire/ fire library staff or should the director assist the library board in the hiring/ firing process? Discussion took place as the WPL Policies and Procedures manual, page 40 conflicts with Article 5 of the WPL By-laws. Deb made it known that the library is an 'At- Will' employer. Discussion ensued.

Elena made a motion to state that 'The library director will be responsible for recruiting, hiring and terminating staff with notification to the Library Board of Directors'. Appeals regarding terminations will be submitted to the Library Board of Directors. The Library Board of Directors decision will be final. Kareann 2nd. Vote was unanimous. Motion passed.

Point #3- Elena brought up the issue of the conflicting issue of who is responsible for making the budget- either the director or the board. Elena stated that the CT State Standards state that "the library director is responsible for the preparation of the initial budget. The board is responsible only for approving the budget". Karenann stated that the director should be responsible for making the budget as that is a day-to-day management item. Deb stated that the director should make the budget in cooperation with the board. Karenann stated that the director should have the responsibility to make the budget, but the at the board

Elena made a motion to put in the library director's responsibilities that will read, "The library director is responsible for the preparation of the initial budget. The library board of directors will review and approve the library budget provided by the library director." Kathy 2nd. Vote is unanimous. Motion passed.

Karenann made a motion to add 'MBA' to the director's preferred qualifications, so it would read 'Master's Degree in Library Science or MBA'. Elena 2nd. 4 votes yes. Kathy abstained. Motion passed.

Kathy made a statement about writing the director's job description next and read a job description from the town of Canterbury.

The 1st paragraph of the Willington Public Library job description for the director states- "The position of the director is professional and

administrative in nature. An employee in this position is responsible for the application of library skills to a variety of technical and/or professional processes in cataloging, book and audio- visual material selection and reference services. The director is responsible for the day-to-day operation of the library, facility management, as well as coordinating, training and supervising of library staff and volunteers. The director also maintains the fiscal and budgetary records of the Willington Public Library according to accepted accounting and bookkeeping procedures. The director functions in accordance with the policies and procedures as established by the Library Board of Directors." This paragraph was deemed to be too wordy for an advertisement, so Karenann was asked to provide a short paragraph for the director's job description/ position opening in time for the next board meeting for the board's approval.

3. Adjournment.

Elena made a motion to adjourn the meeting. Meeting was adjourned at 8:15 PM,

Respectfully submitted,  
Joy Wrona  
Secretary

TOWN OF WILLINGTON, CT

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At 12:15 PM Rue 7