

Willington Public Library
Board of Directors Meeting Minutes
Friday, November 13, 2020

- I. Roll Call and Establishment of Quorum – Members Present – Elena Testa, Joan Taraskiewicz, Karenann Caldwell, and Sara Jean Park, Deb Linares and Hope Gove, along with others present online. Quorum was met. Kathy Ryan arrived at 6:21 pm. Members Absent – Joy Wrona
- II. Call to Order – Meeting has held online per COVID-19 requirements. Elena called to order at 6:12 pm.
- III. Approval of Minutes – Elena made a motion to approve the minutes from October 9th. Karenann seconded the motion. Vote “Yes” Elena, Karenann and Sara. Joan abstained. Motion passed. Elena also made a motion to approve October 28th Special Meeting minutes with an amendment towards the name of the meeting, changing it to Special Board of Directors Meeting, since it was not a policy meeting. Karenann seconded. Vote: “Yes” Elena, Karenann, and Sara. Joan abstained. Motion passed.
- IV. Old Business – Discussion and approval of amendments concerning the WPL Policies and Bylaws regarding the Director’s responsibilities, on the basis of the decisions of the last special meeting.
 1. The amendments were not made to the Policies and Bylaws themselves but to the Director’s job position so it can be advertised and are listed below.
 - 1) Qualifications – “Bachelor’s degree in Library Science, Business Administration, or related field; or equivalent combination of education and experience.”
 - 2) “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.”
 - 3) “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.”
 - 4) “Preferred qualifications: Master’s Degree in Library Science of MBA”

Elena made a motion to implement the above changes into our Bylaws and Policies accordingly. Karenann seconded. Vote "Yes" Elena, Karenann, Sara, and Kathy. Joan abstained. Motion passes.

2. Questions Regarding Hiring a New Director

- 1) Approving of the Advertising Post - Karenann mentioned that there is more to be changed than just grammar of the post, it also should include salary and benefits. Elena mentioned that there does not need to be a vote but they need to establish a hiring community.
- 2) Discussion on the Salary – Karenann suggested a salary range of \$41,000-\$45,000 depending on qualifications. Elena made a motion to approve the amount of salary paid to the Director's position in the amount of \$41,000 - \$45,00 depending on their level of education and experience. Sara seconded. Vote "Yes" Sara, Karenann, Elena and Joan. Kathy abstained. Motion passes.
- 3) A hiring committee was formed and includes Karenann, Joan, and Kathy. They will revise the Director's position and advertise it.

3. Previous Director's Debt to the Library and the Involvement of the Lawyer
– The library has been receiving bills from the lawyer that need to be rectified. Elena stated that it was a conflict of interest to speak to the lawyer, as we have to go through the First Selectwoman to do so. Debbie reported that the previous Director still has the intention to pay off the remainder of his balance owed and continues to send checks through the mail to the Library. Elena made a motion to ask the town lawyer to put the matter regarding the previous director's debt on hold. Sara seconded. All in favor. Motion passed.

4. Library Reopening Plans – Deb reported that the library has extended its opening hours to include; Monday: Senior Day & Donation Day, Wednesday: Computer Day, Thursday: Evening Hours, Friday: Anybody's welcome and Saturday is family day. Deb also stated that curbside pickup is still occurring Tuesday thru Saturday. Hope reported that although COVID-19 cases are rising the library is still in phase 3 of the Governor's Re-Opening plan.

- V. **Treasurer's Report** – Karenann reported that the report looks good this month. Expenditures are just under \$40,000 YTD which is right in line for where they should be. Karenann also stated that the income also looks good and proceeded to mention donations the library received along with the money that was received for the Everybody Learns Grant. Karenann concluded by stating that it is nice to see that money is actually being spent on books.
- VI. **Communications** – Elena read a serious letter that the Library received from Dawn LaValle from the State Library. It read;

“I would like to bring to your attention that a member of the Willington Friends group reached out to my office about obtaining information regarding the Director search. This is highly irregular on many levels. 1. Library Friends groups are separate entities from the library and do not have authority when it comes to Director search. 2. I made it clear to the person and she basically dismissed me. I reiterated that only Library Board has the authority to hire the Director. Friends groups cannot hold office on the Library Board as that is a conflict of interest and they are not part of the Library Administration. 3. City Library Boards adhere to the ACLB Public Library Trustee handbook, specifically ethical and fiduciary expectations. 4. I attached the United for Libraries (ALA's arm for Library Board Trustees). 5. CT Statutes pertaining to libraries specifically outline the role of a library board. 6. CT library boards are subject to ethics laws pertaining to public officials. I highly recommend that your board participate in the Library Board Training next week, or Gail Richmond, ACLB President and I can do Board Training. I also recommend that your Board reads the ACLB Handbook.

Please let me know if you have questions,

Thank you,

Dawn”

Elena mentioned that Board Training would be a great tool for everyone and asked to schedule a day for Training. Karenann and Kathy expressed their need to know how long the Training would last and what it would entail before committing to a day.

Joan is willing to give up her membership to the Friends of the Library to hold a spot on the Board.

- VII. Director's Report – Deb reported that the money for the Everybody Learns grant needs to be spent under the guidelines, that the Library increases its capacity to 75%. There are certain restrictions that the Library needs to abide by. The budget has been approved, and the Co-Directors have already started purchasing items such as PPE equipment and want to expand upon the YA area to bring in more younger adults. Elena suggested buying a couple of air purifiers to increase the level of safety while in the Library. The grant money needs to be spent by December 18, 2020.

Form 990 needs to be reviewed and approved by the Board and signed by the Treasurer. Board members were asked to keep track of their hours per week as this is a question on the Form 990. The 2018-2019 Tax Return will go out on November 15th. The Annual Report for the State was submitted. Deb also explained that the policies and procedures need to go back on the website. Tom Hennick, an Attorney with the Freedom of Information Act, offered to hold a workshop with the Board via Zoom.

A \$2,500 donation was gifted to the Library by a volunteer's family. Also, a Friend, patron, and volunteer has sadly passed away and has left 25% of her will to the Library, which we are most grateful for.

- VIII. Committee Report – None

- IX. Present to Speak – None

- X. New Business – None

- XI. Board Concerns on Questions Not Covered in the Agenda – None

- XII. Adjournment – Alena welcomed Joan to the Board and made a motion to adjourn the meeting at 8:49 pm. All in favor. Motion passed.

Respectfully Submitted,

Hope Gove

(Acting Secretary)

TOWN OF WILLINGTON, CT
Received for record *November 18, 2020*
At 1:10 PM *Rina*
TC