

**Chester Library Board of Trustees
Special Meeting, February 22, 2016
Page 1 of 6**

1. Call to Order

The Chester Library Board of Trustees held a special meeting on Monday, February 22, 2016, at the Chester Public Library, 21 W. Main Street, Chester, Connecticut. In attendance were Terry Schreiber, Sandy Senior-Dauer, Deedee Prisloe, Peggy Carter-Ward, Denny Tovey and Karin Badger. Linda Fox (Library Director) and Cary Hull (The Friends) were also present. Chairman Schreiber called the meeting to order at 7:31 PM.

2. Secretary's Report

Discussion ensued regarding January 11, 2016 Minutes. Karin Badger noted there were some things discussed that weren't in the Minutes such as Tiezzi's building design and whether to continue with the architects. Chairman Schreiber noted Denny Tovey had specifically asked that not be in the Minutes. She also noted that was the Library Building Committee and this is the Library Board of Trustees. Minutes should be an overview of what was discussed and not a transcript. Karin Badger noted she asked what happened to the old plans and should they be revisited in terms of the intermediate things for this building. Director Fox noted those things weren't going to turn out to be no cost items. Peggy Carter-Ward noted some of those items have been done, but some things couldn't be done because it opens it up to ADA requirements. Badger thought the items were mostly storage and reconfiguring. Fox noted it wasn't storage. The need to upgrade office furniture was identified and that is being worked on. Schreiber noted the Librarian's workspace has been changed around. Deedee Prisloe noted money was donated for some of the furniture. Schreiber further noted a little bit was done but the focus now is the expansion for the new library. Badger reiterated she thought it would be good to do some of those things in the meantime since building a new library would be in a few years. Fox reiterated things are definitely being done in the meantime while we are still here. The building could stand painting. None of that is being ignored. Things are ongoing. Cary Hull noted she didn't think there was any storage to add. Badger noted it was all little things that could be done. There were a lot of plans and some of those were really good. She indicated she was talking about efficiency things. Fox noted those plans were from Ken Best. Prisloe noted that morphed into the expansion.

Peggy Carter-Ward asked whether she could vote on approval of the minutes if she was not at that meeting. Chairman Schreiber replied that question has come up before and the answer is yes. Denny Tovey noted the same question came up at the Library Building Committee meetings and the answer was yes.

Motion by Prisloe, second by Carter-Ward, to approve January 11, 2016 Minutes as written. Unanimously Approved.

3. Treasurer's Report

Treasurer Prisloe distributed the February 8, 2016 Treasurer's Report noting nothing had changed since that date. There was a \$50 charge for magazine reimbursement and a State Grant of \$1,088 was received. **Motion by Carter-Ward, second by Tovey, to accept Treasurer's Report as presented. Unanimously Approved.**

4. Building Committee Update

Denny Tovey noted there wasn't much to report. The LBC met on January 16th and February 2nd without the architects. There was lengthy discussion as to whether to continue with the architects. Two weeks later there was a meeting with the architects where they laid out a plan. Hopefully they will return on March 2nd with new plans. Terry Schreiber noted some of the confusion was that the LBC liked the interior, but the exterior was too loud. Both Schreiber and Tovey felt the meeting was positive. Tovey noted he called the architects today, but wasn't able to touch base with them. The architects don't usually forward anything before a meeting. The next LBC meeting is March 2nd.

5. Budget Review

Director Fox noted the budget has been turned in. No response has been received. She further noted she wasn't sure whether there will be a meeting with First Selectwoman Gister to review the budget or with both the Boards of Selectmen and Finance.

Chairman Schreiber noted Karin Badger had sent out an email inquiring about maintenance and additional staffing. Schreiber noted maintenance comes under the Town's Buildings and Grounds account. The Town takes care of those things, including heat,

**Chester Library Board of Trustees
Special Meeting, February 22, 2016
Page 3 of 6**

telephone, water and electricity. Linda Fox noted if there is a specific project that needs fixing, we notify the Town. The Public Works crew does a real good job of keeping up with the building. With regard to additional staffing, Fox noted last year the Finance Board approved 8 additional hours. She reviewed various employees and their hours. She noted for years the library asked for additional hours, but did not receive anything. Director Fox briefly reviewed prospects and interviewing for current open positions. These positions have been advertised in the Connecticut Library Jobs Listing and Valley Courier.

6. Librarian's Resignation, review of librarian qualifications and ad for new librarian

Director Fox distributed and reviewed the February 2016 Library Director Job Description. Chairman Schreiber noted the updated version was concise and right to the point. It was also noted it's important for the librarian to have a means of transportation as well. Right now the current job description is from May 2005. Once the Library Board of Trustees adopt an updated version, it will go to the Board of Selectwomen to be approved as the official Library Director Job Description.

Motion by Senior-Dauer, second by Tovey, to accept the new revised Library Director Job Description. Discussion followed having to do with the following topics - should ongoing planning for updated accessible library facility be included, what are the goals for improvement, should the person just be coming out of library school and tech savy or should person have certain number of years of experience, salary range (could the industry standard be recommended to the Selectwomen or should it be based on experience), safety and security of the library facility, etc. It was decided Peggy Carter-Ward will amend the job description as discussion continues. The above motion and second were withdrawn.

There was discussion as to when Linda Fox will officially leave and how long, if any, there should be an overlap of duties with a new director.

Chairman Schreiber reviewed the ad for a new Library Director. It was noted the ad should say this individual will oversee all phases of library operation, have a strong service public orientation and competitive salary and benefits. Should the resumes be sent to the First Selectwoman or to the Library Board of Trustees Chairman?

**Chester Library Board of Trustees
Special Meeting, February 22, 2016
Page 4 of 6**

With regard to the job description, Peggy Carter-Ward suggested the following priorities - 1) collections, 2) managing staff, 3) overseeing programming, 4) policy and procedures, 5) establishing effective communications, 6) safety and security, 7) technology, 8) finance and 9) manages library records. The following should be added - operates a safe and secure library relative to technology, building and staff and MLS and Supervisory experience with 2 or more years preferred.

Motion by Senior-Dauer, second by Prisloe, to approve the updated Library Director Job Description as amended during this meeting (Linda Fox will do the edits and email all members a copy). Unanimously Approved.

Cary Hull asked whether the Library Board would do the interviews or should it be a search committee. Deedee Prisloe noted it is legally the Library Board's job to do this. Cary Hull asked whether the Board would allow her as President of The Friends of the Library to participate in the process. It was decided once the field is narrowed down, Cary could be involved.

The ad will be posted on the Town's Facebook page and in the Hartford Courant, Valley News Now and the CT Library page. It was also decided all resumes should be submitted electronically with references. The deadline for submission would be 3 weeks from the time of posting. A Special Meeting will be scheduled at the March 21st meeting to review resumes. It was noted interview questions should be the same for everyone. Terry Schreiber will be out of town from 4/8 to 4/17. Deedee Prisloe will be out of town from 4/8 to 4/24. The Special Meeting should not be held between 4/8 and 4/24.

Motion by Schreiber, second by Carter-Ward, to accept Linda Fox's resignation with regret, sorrow and sadness. Unanimously Approved. Linda Fox noted she has really enjoyed the opportunity to work at the Chester Library.

7. Election of Officers

Motion by Carter-Ward, second by Prisloe, to nominate Terry Schreiber as Chairman, Sandy Senior-Dauer as Vice Chairman, Deedee Prisloe as Treasurer and Karin Badger as Corresponding Secretary. As there were no other nominations, the Board voted unanimously to approve the motion.

8. Correspondence - none.

9. New Business

Chairman Schreiber noted there will not be a Poetry Reading Program this year.

10. Librarian's Report

Director Fox reported on the following -

- Statistical Report for January 2016 was distributed and reviewed.
- Reopening search for Circulation Assistant.
- OSHA Inspection - there is a new lighted Exit sign downstairs, asbestos has been discovered in the downstairs floor. First Selectwoman Gister appeared before OSHA regarding the Town's violations. They indicated that a hazardous materials survey had not been done. Director Fox noted Ken Best had done such a survey a couple years ago and supplied Gister with a copy.
- Thanks to generous donations, money is available for furnishings and revamping of the library. Leslie Strauss will be donating a couple of desks, chairs and filing items for the office area. This will be coordinated with the installation of the computer bar. The donation will go to the building of the bar and a Grant is available for the computers. The bar will go where the bookshelf is. The shelves will be moved into the office space. The bar also has a work surface. Ponside is building the cabinet for the computer bar. It was decided to close the library for the day of installation which will be Tuesday, March 15th.
- Thanks to Cary Hull for creating bookmarks for upcoming programs in March and April. Ann Nord will be doing an upcoming craft event, Snow Globes.
- Other upcoming programs - String Eggs (day before Easter), Dr. Seuss' Birthday Celebration, Dad's and Dinosaur's in April and Herb Garden in May.
- Thanks to Cary Hull for the Human Library Forum Posters, anyone who has a good spot should post one. The names weren't all available to be put on the Poster.
- March 6th - Sue Zirlen will be doing the Human Library at Congregation Beth Shalom, 14 books. Board members were urged to attend. The Human Books will be listed on Facebook.

Chester Library Board of Trustees
Special Meeting, February 22, 2016
Page 6 of 6

- The Friend's will sponsor "History of CT Beer."
- Ann Winslow will be doing a Kids Knitting Program. They will knit squares which will be joined together in a blanket and donated to either a hospital or charity.
- In April there will be a Book Discussion.
- In May there will be a Plant Sale and Swap with the Land Trust.
- Library Staff has been recertified on CPR.

Director Fox noted she will be attending a "Best Practices Workshop for Libraries beginning of March in Old Saybrook.

Peggy Carter-Ward offered to bring a draft of interview questions to the next meeting. This should be an Agenda item.

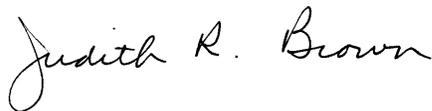
Linda Fox asked what her role, if any, should be in the hiring process for a new Director. Chairman Schreiber noted she would like her to be involved in the process.

11. The Friends Report - combined with the Library Director's Report above.

12. Adjournment

**Motion by Tovey, second by Prisloe, to adjourn at 9:30 PM.
Unanimously Approved.**

Respectfully submitted,



Judith R. Brown, Recording Secretary