

RECEIVED 
DATE February 4, 2014

Huntington Public Library
Board of Trustees
Minutes of January 28, 2014
APPROVED

Trustees Present: Heidi Racht, Paula Kelley, Harvey Schugar, Liz Greenberg
Trustees Absent: Lorrie Richland
Others: Anne Dannenberg

The meeting began at 7 pm; chaired by Paula Kelley.

Director's Report:

Discussion of the report with emphasis on

1. see below
3. Liz Greenberg will be added to the next report since she cleaned the rugs (thank you, Liz)
4. Holly Stadtler did a DVD of the elders panel, but there is a rumor that the quality was compromised. Someone will contact Stadtler and see if there is any hope.
5. B&J grant was a wonderful surprise. The Board discussed numerous possibilities. Heidi Racht will write a thank you letter.

ACTION ITEM: Heidi Racht will write a note of thanks to Becca Golden at Ben and Jerry's.

6. Discussion of the balcony included the fact that the Board wanted to walk through the space, look at it as a group, and itemize expenditures before any decisions are made. Before anything happens, though, the structural integrity needs to be verified.

ACTION ITEM: Anne Dannenberg will contact Chris Hill to get the structural assessment.

Minutes of December 17, 2013:

Heidi Racht moved to approve the minutes of December 17, 2013; seconded by Liz Greenberg. Approved unanimously.

Discussion on Sick Leave:

The Board discussed details of Stacey Symanowicz's sick leave. Since this was about calculations and not performance, the discussion was not moved to Executive Session. The recently approved Personnel Policy was heavily consulted.

Two conclusions were reached before the calculations began.

1. Symanowicz is past the probationary period and therefore considered a permanent, part-time employee
2. It was unclear as to when the benefits actually begin. For example, does sick leave begin immediately? How about vacation time – does that accumulate at the end of the year or start right after the probationary period ends? This was discussed thoroughly and it was determined that the combination of benefit days off could be used.

Calculation on Sick Leave:	
Hours worked per week (4/10 position)	15 hours
Multiplier of .02	30 minutes
Multiplier of 52 weeks	26 hours
3 days per year personal days, prorated	1.2 personal days
Vacation time	15.6 hours
TOTAL INTO CALCULATION	
Half of sick time	13 hours
3 days per year personal, prorated	1.2 personal days
Vacation time	15.6 hours
TOTAL	29.8 hours
SUMMATION:	
Paid to date	1 15-hour week
Current balance	1 15-hour week

TOWN MEETING DISCUSSION:

The Board discussed the budget, which Racht told them was level-funded by the Selectboard. No real or theoretical increases were given to the Library staff, who are the only staff members in the town not receiving any increase.

There followed a lengthy discussion with the conclusion that Liz Greenberg will speak on behalf of the Board at Town Meeting.

ACTION ITEM: Liz Greenberg will develop a plan for a brief presentation to the voters at Town Meeting. It will be sent to the Library Trustees and staff for review before the next meeting.

ACTION ITEM: The Board will read the Library Director's Professional Evaluation Notes and be ready to discuss at the February meeting.

Adjournment: 8:20 pm.

Next Meeting: February 25, 7 pm.

Minutes: Heidi Racht
 Submitted to the Board on February 2, 2014
 Approved by the Board on February 25, 2014

DIRECTOR'S NOTES
JANUARY 28, 2014
DECEMBER 2013 STATISTICS

LIBRARY

ADULT VISITS: 250

CHILD VISITS: 81

MATERIALS CIRCULATED: 900

ILL: OUT - 11 IN - 2

PROGRAMS: 6

COMMUNITY CENTER: EVENTS: 9

HOURS USED: 18

ADULTS: 23

CHILDREN: 2

1. Stacey has been ill since the week of 1/6/14. She received one week of sick benefits per the HPL Personnel Policy. She will return to work on 1/31 at noon for five hours and then resume her usual work week health permitting.

2. Substitutes: Anne, Lisa Barrett and Michel Cummings. Michele is requesting compensation at the sub rate of \$9/hour.

3. In kind: Paula Kelley, Heidi Racht - cleaning
Michele Cummings - organizing Baby Brunch refreshments
Lucy Cummin and Guthrie Smith - miscellaneous book and organizing work

4. Does anyone recall if a DVD is available for the History interview program?

5. Becca Golden secured a \$4900 grant from the Ben and Jerry Foundation for the Library. I called to thank her. Would a Trustee please write a thank you note? Ideas for the grant: develop balcony as an adult reading area with new shelving; reading lamps and a couch or two overstuffed chairs, and expand the classics collection.

6. Tom Northrup was here to measure the balcony for shelving. He is checking with Chris Hill, who did the engineering report prior to renovation to ensue that the balcony can support the additional weight of wooden shelves and volumes of books. Since Tom was here I would also like to consider having him build two more picture book display units and shelving along the adult area side of the half wall.

7. During heavy rains and snow melt there is a leak in the corner of the basement. I had this checked and supposedly remediated a few years ago.

Obviously the matter needs additional attention. I was able to collect the water in a bucket and no damage occurred.

8. To date the Annual Appeal total is: \$5665.

9. Baby Brunch: 21 babies born in 2013. A third of the families attended. Usually the attendance is half. Everyone was grateful, stayed for hours and had a wonderful time. The ample amount of food was all consumed. The picture books purchased for the event will be in circulation soon.