

Pillsbury Free Library
Personnel and Policy
Board of Trustees
Mar 8, 2021 - FINAL

Meeting Call to order at 6:07 PM

Roll Call:

Members Present: Judith Pelletierri, Michael Simon, Chair: Terry Hathaway,
Library Director: Nancy Ladd

Review of Minutes from Feb 9, 2021 Minor corrections

Motion to accept Minutes as corrected: Michael Second: Judy

Roll Call vote: accepted unanimously

Policy

Terry asked Nancy to clarify an earlier conversation about the Town Selectmen's decision on changing the name of the October paid Holiday to Indigenous Peoples' Day. Nancy reported on the intent and some of the discussion on this topic at the Selectmen's meeting. It is within the Selectman's rights to decide which holidays are closed holidays for Town Offices and paid holidays for employees. The Library bases its holidays on the Town Holiday Calendar and uses the Town Payroll system.

The Selectmen's decision was a compromise to acknowledge Indigenous Peoples' Day as the 2nd Monday in October which will be a Town Holiday for town employees. Columbus Day would always be on October 12th.

The Selectmen can make this decision for town offices and employees through the town Personnel Policy. However it is possible that this change may come up in future town and state warrants.

Motion to make a recommendation to the Board on the October Holiday changes to the Library's Personnel Policy: Terry Second: Michael

Discussion: Discussion about the placement of the apostrophe in Peoples' or should it be People's. Our decision was to go with the convention of after the "s" as in Presidents' Day and Veterans' Day. Roll Call Vote: Motion approved unanimously

The Policy Committee will be presenting an amendment to the PFL Personnel Policy reflecting this change. This will require the amendment to be presented to the Board twice for review, before final vote of the Board.

First read to be Mar 16th at the Monthly board Meeting.

Bylaws – The Committee had intended to present the rewritten Bylaws to the Board in Feb. However due to the length of that meeting and the changes to the Board membership it was decided to wait until the March meeting for the 1st reading.

PFL Manual

Terry presented the current status of the new PFL manual that is an expanded document from the old "Policies Relating to Trustees", which was previously rescinded by the Board in favor of a Manual.

A few changes were made to the Introduction page. The Committee then worked through the long Table of Contents. We are trying to make sure everything a Trustee needs to know is covered and they can easily find the information.

In a few cases the committee reviewed the actual paragraphs associated with the table of contents item.

One of the items discussed was long term planning and a Master Plan, which involves all aspects of what the Trustees do, but boils down to funding so it was put in under Financial Stewardship.

The current Master Plan needs to be updated and this could be either a standing committee or an ad hoc committee convened every 10yrs for review and rewrite.

While discussing the standing committees, Nancy stated that all committees need to have plans that would feed into the Master Plan. These committee plans would contain written mission, goals and activities. Plans should be reviewed regularly.

The Technology committee as a standing or ad hoc committee was discussed in depth and it was decided that it should remain as a standing committee.

Board and Committee draft and final minutes and reports need to be archived on paper. In the past this was marked for the Recording secretary but lately the Director has been printing or keeping them electronically and having a volunteer file them. Final minutes, and meeting announcements of the Board and all committees need to be sent to the Librarian and all Board members. This will be spelled out in the manual.

Personnel

No personnel changes. Most of the staff will soon have the opportunity to get the Covid vaccinations, perhaps by the end of April or May. The staff are starting to feel confident looking ahead to letting people into the building. They are concerned about how to staff a hybrid system of working in-person with those who want to come into the library and curbside with those who do not (Basically running 2 different Library processes at the same time with one staff). There is also an issue of space with the required quarantine of returned materials and the staging of curbside materials.

From the Library Directors meeting there is a question on whether Libraries need to continue cleaning materials after the 3 day quarantine period. Studies have shown that 99.999% of the virus is gone within 24 hours. Nancy has presented this to the staff and is waiting to see when they will be comfortable with stopping the cleaning.

Nancy will consult with the Town Health Officer and the Emergency Management Director to have them come into the library and determine what the maximum occupancy should be.

Terry brought up the review/rewrite of the personnel evaluations forms and that we should start soon, possibly May or June. This might not take too much time to rewrite. However we need to talk about the grading system and whether it is a percentage or pass/fail, and what does that mean if anything.

Motion to adjourn: Judy Seconded: Michael

Roll Call vote: accepted unanimously

Meeting was adjourned at 7:51 pm

Next meeting will be on April 13th at 6:00 pm

Respectfully submitted

Teresa Hathaway