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*J. Brown*

Freetown Board of Library Trustees

Minutes of Thursday November 19, 2020

7:00 pm

James White Library

Call to Order: Chairperson Paul Sadeck called the meeting to order at 7:05 pm.

Present: Irene Ashley, Linda Fournier, Christine Paiva, Lucille Rosa, Beverly Sadeck, Paul Sadeck and Nicole Davignon, Library Director.

Review of Payroll: Payroll for October was reviewed- there were no questions or discussion.

Review of Bills: Bills for October were reviewed – there were no questions or discussion.

Minutes: The minutes for October 22, 2020 were reviewed. On a motion made by Christine Paiva and seconded by Lucille Rosa the minutes were accepted. The motion carried unanimously.

Report of Library Director: Nicole reported that it has been slow the past two weeks, question if this is due to the increase in Covid cases. The McNaughton book leasing program has started. The "new" book-drop for the Hathaway library has been picked up by John Laronda for sanding and painting. The Highway department has poured the cement slab for the placement of the book-drop. Nicole reported that the weekly crafts for pick-up has been going well. Nicole did note that some area libraries have gone back to curb-side pick-up only. Currently the White library will remain open as scheduled.

Old Business:

Revised Job Description for Library Technician position: On a motion made by Lucille Rosa and seconded by Christine Paiva the revised Library Technician job description was accepted. The motion passed unanimously. ( see attached )

Vacancy for the Library Technician position: A motion was made by Irene Ashley and seconded by Linda Fournier to post this position as a 24 hour position and to leave the posting open for three weeks. The motion passed unanimously.

Home Delivery: on hold

Hotspot Lending: Devices are still on back order

Delinquent Patron: Awaiting feed-back from the police department.

Broken Hand-rail at Hathaway Library- Has not been repaired yet.

Carpet Replacement at White Library: Nicole did clarify that there is money available in the Therrien fund for the carpet replacement. Plan is for the current carpet to be replaced with carpet tiles. Nicole has contacted several companies and awaiting quotes from them.

New Computer Stations: Purchase on hold until carpet replacement completed.

New Business:

Holiday Clarification: The library will be closed to patrons on 11/27/20 but the staff will be working. On Saturday 12/26/20 the library will be closed.

Flooding on White Library Walkway: At the beginning of the walkway ( where the walkway meets the road) there is a dip and when it rains the water collects there. Nicole to contact the Highway department to see if this problem can be rectified.

More outdoor lighting for both libraries: Paul to follow-up on options for increased lighting.

Building Trustee Meeting: Lucille gave an update on the annual Building Trustees Meeting. Most of their yearly expense is for maintaining the grounds. They would like to show-case the park behind the library. They did say that the carpet replacement is not their responsibility.

On a motion made by Linda Fournier and seconded by Lucille Rosa the meeting was adjourned at 8:20 pm. The motion passed unanimously.

Next meeting – December 17, 2020

Respectfully Submitted

Beverly Sadeck

**DRAFT**  
**TOWN OF FREETOWN**  
**POSITION DESCRIPTION**

<b>Position Title:</b>	Library Technician	<b>Department:</b>	Library
<b>Reports to:</b>	Library Director	<b>Hours/Week</b>	Determined upon hire
<b>Appointing Authority:</b>		<b>Step:</b>	Determined upon hire
<b>Revised:</b>	DRAFT 10/28/2020		

*This job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Job Summary**

The library technician assists the library director in performing the day to day tasks in the operations of the library. This is a union position with benefits.

**Required Education, Experience and Physical Abilities**

- High School diploma or equivalent
- Computer experience required
- Two years library experience preferred
- Experience with SAILS network and Workflows system or similar system preferred
- Duties may require lifting up to 40 lbs. and standing/sitting/bending/squatting for periods of time

**Examples of Work include, but not limited to, the following**

- Perform routine clerical tasks such as answering phones and organizing files
- Check library material in and out
- Create patron records and issue library cards
- Teach patrons how to use library resources
- Assist patrons with computer-related activities
- Help patrons with their electronic devices???
- Answer routine reference questions and make recommendations
- Perform searches in order to locate materials that patrons are in need of
- Sort and reshelv library materials
- Catalogue and maintain library materials
- Barcode items and create item records using Workflows program
- Link items to bibliographic records
- Create new bibliographic records as necessary
- Keep daily statistics
- Process requests for inter-library loans
- Assist with special library activities and projects
- Other duties as assigned

Refer to the collective bargaining agreement for pay rate