

Freetown Board of Library Trustees  
Minutes of Thursday November 21, 2019  
James White Library  
7:00 pm

RECEIVED  
FREETOWN TOWN CLERK  
2019 DEC 30 AM 10:54  
*JA Brown*

Call to Order: Chairperson Paul Sadeck called the meeting to order at 7:00 pm. Paul Sadeck is recording the meeting.

Present: Irene Ashley, Christine Paiva, Lucille Rosa, Beverly Sadeck, Paul Sadeck, Dorothy Stanley-Ballard, Library Director and Nicole Davignon, Senior Librarian.

Absent: Linda Fournier

Payroll, Bills, Minutes and Reports:

Review of Payroll/ Bills: Payroll and bills for October were reviewed. There were no questions or discussion.

Approve Minutes of Prior Meeting: The minutes of the October meeting were approved on a motion made by Irene Ashley seconded by Christine Paiva . The motion passed.

Report of Library Director: Dorothy informed the group that Brittney is now the union president and Nicole is the union steward. They will represent union members working out of the Town Hall. Dorothy shared with the trustees that the name tags are in. As of this date Brittney has not worn her name tag although she has been instructed to do so. Plan is for Dorothy to meet with Brittney again to address the policy that states name tags are to be worn. Dorothy told the group that the library has received it's 2020 Certification, with this certification that library will be receiving about \$11,000 in state aid. Freetown is one of the first libraries in state to received this due to the fact that Dorothy submitted all the required paperwork early. Discussion took place regarding a patron that has had library materials out for a length of time accruing fees of \$500. Nicole did share with the group a Public Notice (State Law) that addresses the issue of materials not being returned to the library within 30 days. This notice will be posted in both libraries. In regard to this patron, multiple attempts have been made to contact this person by phone. It was suggested that a registered letter be sent to the patron and if then no response a follow-up discussion with the police department with our documentation that supports that this is a documented crime by State Law.

Old Business:

Customer Service Policy: Dorothy reported it is completed. There is a copy in the binder and a copy at the Town Hall.

Circulation Policy: Dorothy reported it is completed. There is a copy in the binder and a copy at the Town Hall.

Library Director Job Description: Dorothy reported that has requested a Word form and PDF form has been provided to Ali at the Town Hall.

Story Hour: Dorothy reported that story hour began on 11/19. A local day-care called ahead and brought 5 children. In total there were 9 children and 7 adults. All present enjoyed the programed and said they would be returning.

Library Projects: The library staff is still in the process of converting the large case DVD's to slim cases. Hathaway is 99% complete.

Animal Policy: It was decided at this time there is no need for the development of an animal policy.

#### New Business:

Discuss Library Director's Retirement: Paul spoke with Ali at the Town Hall and it has been requested that Dorothy submit her letter of retirement in January with her projected retirement date.

Discuss plans to fill the Library Director's position: A discussion took place regarding the remaining budget for this fiscal year. With the money remaining in the budget we will need to be able to pay the current Director ( Dorothy ) and the new hire during their orientation. We are hoping to have the new Director in place prior to Dorothy's retirement. Paul did some calculations and it appears that there will be enough money in the budget to manage both salaries depending on the hire date of the new person.


Discuss increasing the new Library Director's hours to full time: As a group the trustees are in agreement that the hours for the new director should be posted as 35 hours. When the job description is presented to the Board of Selectmen the Library Trustees will attend that meeting as a group to answer any questions and advocate for the salary and hours. Dorothy and Nicole had done a search of surrounding town of similar size as Freetown and provided the Trustees a spread-sheet of salaries and and hours worked of area Directors. This information will be available to the Selectmen also.

Dorothy stated that in December she will be attending a Department Head meeting. Dorothy and Paul will be meeting to work on the budget which will be due sometime in December.

Dorothy shared with the group that a long term patron of the Hathaway Library ( Margaret Rumbut ) passed away last month. In her memory her spouse asked that donations be made to the Freetown Library. To date \$1,000 has been received.

Next Meeting: December 19,2019 at 4:00pm ----note change in time

Meeting was adjourned at 8:24 pm on a motion by Irene Ashley seconded by Lucille Rosa.

Respectfully submitted  
  
Beverly Sadeck