

Freetown Board of Library Trustees

Minutes of Thursday June 20, 2019

James White Library

7:00 pm

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*J. Brown*

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

Present: Irene Ashley, Linda Fournier, Christine Paiva, Lucille Rosa, Beverly Sadeck, Paul Sadeck and Dorothy Stanley-Ballard, Library Director.

Review of Payroll and Bills: May's bills and payroll were reviewed with no questions.

Approval of Minutes: Minutes from the May meeting were approved on a motion made by Lucille Rosa seconded by Linda Fournier. The motion was passed.

Next Meeting: September 19, 2019 at 7:00pm.

Reports:

Library Director: Dorothy suggested that the White Library be closed on Fridays until a third person is hired. Currently trying to keep the library open on Friday is putting a strain on the limited staff. Lucille Rosa made a motion to close the White Library on Fridays until a third person is hired and Beverly Sadeck seconded the motion. The motion was passed with one opposition.

ARIS – Dorothy is currently working on this report. This report requires a lot of data collection from the past year's activity in the library. Dorothy reported that SAILS has changed the service used to do this report. Dorothy has gone for training and it appears that this year's report will be complicated due to the changes made. Dorothy has the approval of the trustees to work from home to complete the report.

Book Drop-off Box- The book drop-off box in Assonet needs to be replaced. This will be discussed at the September meeting.

Ed the Wizard: Dorothy reported that he is booked for August 15<sup>th</sup> but she will be re-scheduling him. No new date has been set yet.

Report and Minutes deployment: Reports and minutes will be sent out to the trustees prior to the meeting by the Library Director and secretary.

Old Business:

Discuss posting for vacant position: Paul attended the Selectmen meeting regarding the job description for the Senior Librarian. Both the union and the Selectmen have agreed to have MLS requirement removed and to include a requirement of 5 years experience working in a library. Paul to speak to Ali tomorrow to work on getting the position posted on the town website.

Position Description for Library Technician: Job description reviewed. Amendment made to change wording for experience to state: 2 years library experience preferred. A motion to make the change was made by Lucille Rosa and seconded by Christine Paiva. The motion passed. Changes to be submitted after Senior Librarian position filled.

Position Description for Director: Linda, Beverly and Christine will be working on a draft for a library director job description and present it to the group in September.

New Business:

Dorothy reported from the last Department Head meeting she attended. All department heads must now do an annual employee performance evaluation. Dorothy has completed Brittney's evaluation and Brittney has signed it. Dorothy's evaluation will be done tonight by the trustees.

Meeting Adjourned: 8:43pm.

Respectfully Submitted

A handwritten signature in cursive script that reads "Beverly Sadeck".

Beverly Sadeck