

Freetown Board of Library Trustees
Minutes of Thursday September 19, 2019
James White Library

7:00 pm

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Jq 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, Dorothy-Stanley Ballard, Library Director.

Meet our new Senior Librarian: Dorothy introduced Nicole Davignon who was hired July 25th to fill the position of Senior Librarian. Nicole will be working 35 hours per week. Having had previous library experience Dorothy states that Nicole will need minimal training. Nicole shared with the group some of her previous experiences and ideas she would like to share in the Freetown library system. The trustees welcomed Nicole and offered her their assistance.

Payroll, Bills, Minutes and Reports:

Review payroll: Payrolls for June, July and August were reviewed. Dorothy addressed questions regarding terminology.

Review of Bills: Bills for June, July and August were reviewed. There were no questions.

Approval of Minutes: Minutes from the June meeting were approved on a motion made by Irene Ashley seconded by Linda Fournier. The motion passed.

Report of Library Director: Dorothy reported that the summer was difficult with only two people to staff both libraries. She stated that throughout the summer the number of patrons had basically remained the same. Dorothy recommended to the group that the new director position should be 30 – 35 hours/week. After a short discussion the trustees were in agreement that the new

library director position should be a 35 hour per week position. Paul is going to contact area towns of similar size as Freetown to see what hours their Library Director works and their pay scale. This information will be needed when we present our plan to the Selectmen.

Dorothy discussed submitting her intent to retire letter three months in advance. This will allow time to hire and orient a new director. This will affect the next year budget because the new person could be hired while Dorothy is still working. If that happens we have to budget for that additional person.

Dorothy provided the group with a copy of the ARIS and Financial Reports.

Old Business:

Customer Service Policy: Tabled until next month.

Review of draft of Library Director Job Description: The draft was reviewed and some changes were made. Linda will make the changes in the draft and have the updated draft for the next meeting.

New Business:

Storm Window: A storm window at the White Library is broken and has been removed. A message has been left for the White Library Trustees regarding this.

Book Drop Off- Dorothy feels that the current book drop-off at the Hathaway Library could be repaired if someone could weld a piece on it. She does not feel it is necessary to spend \$5,000. On a new book drop off.

Next Meeting: October 17, 2019 at 7:00pm.

Meeting Adjourned: 8:39 pm.

Respectfully Submitted;

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

Beverly Sadeck