

**WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING**  
**28 North Main Street**  
**Monday, December 12, 2016 4:30 PM**

Approved Minutes

Attending: Dan DeSanto, Roy Lloyd, Harriet Grenier, Alice Durkin, Freya Chaffee, Mary Kasamatsu, Bill Sheplek

1. Call meeting to order: Dan called meeting to order at 4:32 p.m.
2. Change/adoption of agenda: moved staff evaluations to next meeting.
3. Approve October & November minutes. Harriet moved to accept minutes, seconded by Freya. Motion carried.
4. Reminder about Official Business via email: Reminder by Bill.
5. Discussion of commissioners in the hiring process.
  - a. Hiring process from commissioners point of view: we are ultimately answering for the library, shirking duty if something happens and we might have to say sorry can't speak to that; make sure looking carefully at the job descriptions, more eyes always needed.
  - b. Mary states that director is in charge of hiring and firing. Bill gave an opinion about his position on the process. Can give updates on hiring. Updated job descriptions can help process. Commissioners not authorized to discuss any personnel issue.
6. Privacy Policy update (policy document & training date): Bill and Dan talked with Trina Magi from UVM to give us an update on policy. Attorney identified (Joe McLane). Discussion with Dan regarding crisis management work. Dan will go ahead in scheduling the training. Invite Attorney McLane to training if he thinks it's valuable to come. Date: January 28? Dan will let us know.
7. Town Manager's Report: Budget report – in next budget, librarians will be classified in another category of worker for Worker's Comp. Library pays 53.6% of the cost of building maintenance. On April 15, janitorial service will drop to 2 days per week (instead of 3) - \$3600 savings per year (1/2 for library).

Is the Solar array helping with electrical bill for library? (Feb or March array was connected.) Bill to analyze the electric bill. No revenues put in yet. About 5% increase at this point.

Dan to write letter to Duxbury to ask for additional money or ask residents to pay the non-resident fee. Bill recommends a different approach – Say “have been paying \$3000 for 10 years, now have brand new library, and have exceeded 500 in Duxbury patrons.” (Don't say charge residents at this time.) Dan will draft letter and send to Harriet and Bill for feedback. Needs to go out in December – ask for \$5000, based on inflation of the \$3000 over the years..

Mary to see what Stowe fee is at this time.
8. Treasurer's Report: Giving town around \$15,000 as the trust gain share.
9. Library Director's Report: Policies, job descriptions. Added “eating and drinking in the library.” Can go to Café. Appropriate library behavior, especially children. Harriet moved to accept policies with the addition of eating permitted in the program rooms during special events and room rentals, seconded by Alice. Motion carried.

10. Discussion of staff evaluations – moved to next month’s agenda.

11. Other Business: Roy point of sensitivity about Christmas Legos during holidays, incorrect assumption. Hands on things that could be done. Question of exclusion of other celebrations.

Feedback on the fall series? No Strings Marionette – very enthusiastic; Sean Glasco – less well attended, not for children, but quality very good; symphony concert – good turn out – 78 people - and response positive from people there; Cinderella with Very Merry Theatre – poor quality, good attendance (100) – many parents of kids performing. Try to get a different group back instead of Cinderella.

What about tickets? Friends dealing with the issue of ticket sales?

Discussion of location of the donor tree. Needs a frame, space above the circulation desk or in the children’s area. Select Board did not approve of it being hung in the Steele Community Room.

Roy made motion to approve job descriptions from Mary, seconded by Harriet. Motion carried.

Mary presented borrowing agreement for Kindle Fires. Policy to be discussed at next meeting.

Roy moved to adjourn, seconded by Alice. Motion carried.

Submitted by Freya Chaffee, Board Secretary

**Next Meeting – Monday, January 9, 2017**