

DRAFT
WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING MINUTES
28 North Main Street
Monday, May 14, 2018

Present: Shannon DeSantis, Dan DeSanto, Alice Durkin, Susan Mazza, Bill Shepeluk, Christine Wulff

1. Meeting called to order at 4:38pm
2. Agenda adopted as presented
3. April, 2018 minutes approved. Dan appreciated "to-do" items in italics

Shelve work on strategic plan for duration of Library Director search. When strategic plan work continues Alice would like to look at one role of the library as being a cultural center

4. Town Manager's Report: Bill gave overview of budget, where Library is in terms of revenues and expenditures at this point in the year; Dan suggested removing town of Duxbury line item as they are now recorded under non-resident fees; Bill explained Duxbury line item cannot be removed for three years

- Discussion of Director position salary range: Middlebury, Stowe, Richmond, Williston looked at as comparables for salary given town size and number of hours open (except Richmond which is only open 30 hours/week). Salary range of \$48,000 – \$63,000 will be offered to Library Director candidate based upon experience and qualifications

5. Treasurer's Report: Fund is up, town will be paid next month, 10,000 from VSECU; 15,675 out of AWSHX; 5,000 from AIVSX; 5,000 ANCFX. If high fees the full 25,000 out of AWSHX

6. Library Director's Report: Mary is on vacation; no library director's report

7. Other Business:

- Director Hiring Process:

- Timeline for hiring: Review complete applications June 18; will likely hold interviews in July due to Commissioner's schedules

- Interview Process: include staff member, town manager and possible a Friend on interview committee; *interview questions and plan for what interview will look like will be finalized at the June 18 meeting*

- Commissioner Document Folders: Dan shared folders for Commissioners to read; to be reviewed in more detail at future meeting due to time constraints
- Update from the State of Vermont Department of Libraries Trustee Training: postponed to next meeting due to time constraints

8. Adjournment

Next Meeting – Monday, June 18th, 2018 @ 4:30pm

Respectfully Submitted,

Christine Wulff
Secretary
Waterbury Public Library Commissioners