

WATERBURY PUBLIC LIBRARY COMMISSIONERS' MEETING

Monday, June 14th, 2021 - 5:00 PM

Regular Monthly Meeting, by Zoom videoconference

(Duly warned on Friday, June 11th, 2021)

Attending:

Christine Wulff, Chair

Susan Mazza, Commissioner (Treasurer)

Curtis Ostler, Commissioner (Secretary)

Shannon DeSantis-Gile, Commissioner

Maroni Minter, Commissioner

Absent:

Bill Shepeluk, Town Manager(ex-officio)

Guests:

Judi Byron, WPL Staff

Jill Chase

Minutes:

1. Meeting called to order at 5:03pm
2. Curtis moved to adopt the agenda as-is, seconded by Susan, approved unanimously
3. Approve minutes:
 - Susan moved to approve the May 2021 regular meeting minutes, seconded by Maroni, approved unanimously
 - Curtis moved to approve the special meetings minutes of 5/18/21,5/19/21,and 5/20/21, seconded by Susan, approved unanimously
4. Public Comment
 - Jill Chase gave kudos to everyone at the library who are working hard and keeping it going
5. Town Manager's Report
 - Bill Shepaluk was not present, so there was no report from the Town Manager
6. Library Director's report
 - We are between directors, so not report was presented
7. Treasurer's Report
 - Susan described the status of investments and of moving money around between funds and liquidity; cash on hand is not a detriment, as interest rates are extremely low at this time.
8. Staff-Commissioner Liaison Update
 - Shannon attended the Library Staff meeting on June 1st and reported out to Commissioners on any changes in the library operations.
 - Judi Byron updated the Commissioners on the library reopening plan and guidelines, and on library staffing.

- Some discussion about mask, distance, and time limitations after the state restrictions were lifted today.
- Discussion of making more opportunities for Commissioners and Staff to meet, whether at Commissioner meetings or special events at the library.

9. Other Business

- Capital Campaign Account - Susan agreed to be the cosigner with the Friends of the Library on checks over \$2,500
- Personnel Policy Update – the ball is still in Bill’s/the town’s court
- Volunteer Policy – Shannon reported that the library took a large hit to the volunteer pool, and that we should update a stronger volunteer policy while in the process of recruiting more. Shannon will work on a draft, possibly with the new Director when that person is on board.
- Staffing Update:
 - The Commissioners have identified a potential candidate for the Director position, but cannot reveal the name until final documentation and a background check are completed;
 - A new Youth Services Librarian has been hired and started today
- Curtis moved to enter into Executive Session to discuss the employment of a public employee, provided that the public body shall make a final decision to hire a public employee in an open meeting and shall explain the reasons for its final decision during the open meeting; seconded by Maroni; approved unanimously
- Entered into Executive Session at 5:42pm
- Exited Executive Session at 6:10pm; no action was taken in session.

10. Library Director position

- By unanimous consent, the commissioners agreed to offer to Rachel Muse the position of Library Director of the Waterbury Public Library, conditioned on completion of a successful background investigation. The position being offered is at an annual salary of \$57,512. Benefits are offered in accordance with the town’s personnel policy except vacation time will be provided as follows: 24 hours made available on the hiring date; 40 additional hours upon successful completion of the probationary period on or about February 1, 2022; at the one year anniversary of the hiring, 120 additional hours will be granted; and thereafter, vacation time will be added per the policy as if the employee had reached the anniversary date of hire when 120 hours would be provided by the policy.

Meeting adjourned at 6:17pm

Next Regular Meeting – Monday, July 12, 2021 at 5pm