

WASHINGTON PUBLIC LIBRARY
Minutes of the Special Meeting
Library Board of Trustees
April 8, 2019

AGENDA: Reading of the Open Public Meeting Act by President Scott McDonald

ROLL CALL: Ron Duryea, Mayor David Higgins, Scott McDonald, Jeanine Gleba, and John Valentine - A quorum was present

Absent: Rosemarie Rosati, Jacqueline Nassry

The Special meeting of the Washington Public Library, Board of Trustees was called to order by President McDonald at 7:05PM.

EXECUTIVE SESSION: Mayor David Higgins made a motion to go into Executive Session for purposes of personnel issues at 7:07PM Ron Duryea made the second.

All in favor to go into Executive Session

John Valentine made the motion to go back into public session Ron Duryea made the second at 7:42PM.

All in favor

NEW BUSINESS:

Jeanine Gleba recommended the Board develop an action plan to address certain points identified in the Attorney Report that should include the following:

- Schedule a seminar training for Board, staff and Library Director that would cover harassment in the workplace, suitable employee practices as well as work place civility (like an ethics course)
- Develop a written policy to obtain supervisory permission prior to working additional time

Mayor explained the town policy won't let staff sign in for time unless authorization was made. Dept. Head has ability to authorize. He shared that the pool, DPW and Hall all have a system now that is hand recognition and goes straight to Prime Point System. Above the system is a sign also explaining policy. Employees are not allowed to make up late time at the end of shift. They are docked pay unless prior authorization was made. *Mayor will inquire about getting this hand recognition system at library. Scott McDonald requested he also ask manager to send the library board the current Boro policy and copy of sign.*

The Mayor reiterated that the library employees are NOT Borough/town employees. They are separate. The town only provides payroll services to the library.

Board decided that we will also post a sign above our time clock. When written policy is created, by direction of Board every employee will have to sign an acknowledgement that they received and reviewed the policy and have it dated.

- A goal for 2019 needs to be create an employee review/evaluation system to hold everyone accountable
- Complete the Library Employee Handbook

Jeanine stressed that the President (and her if needed) should meet with staff and explain that until the Library Employee Handbook is completed and approved that in the meantime all staff follows the guidelines in the existing Washington Borough Employee Handbook.

All were in agreement with such an action plan.

It was recommended that the Board store the attorney report as an official document.

It was also discussed that each monthly President report should be submitted as correspondence to Council for all to receive/review and accept at Council meeting.

ADJOURNMENT: Seeing no further business Ron Duryea made a motion to adjourn; Mayor Higgins made 2nd; Special Meeting ended at 8:05PM.

All in favor

The next regular monthly meeting of the Washington Public Library, Board of Trustees, will be held on Monday, April 22, 2019 at 7:00PM.

Respectfully submitted,
Jeanine Gleba
Secretary