

WASHINGTON PUBLIC LIBRARY
Minutes of the Regular Monthly Meeting
Library Board of Trustees
November 25, 2019

AGENDA: Reading of the Open Public Meeting Act

ROLL CALL: Mayor David Higgins, John Valentine, Scott McDonald, Jacqueline Nassry, Jeanine Gleba - A quorum was present

Absent: Michelle Norris, Ron Duryea, and Rosemarie Rosati

Also in attendance: Usha Thampi-Lukose, Library Director and Tracy Quamme, Account Clerk.

The regular monthly meeting of the Washington Public Library, Board of Trustees was called to order by President Scott McDonald at 7:03 PM.

PUBLIC HEARING: A motion was made by John Valentine and seconded by Jeanine Gleba to approve the minutes of the regular meeting of the Washington Public Library Board of Trustees held on October 28, 2019.

Approved with 4 ayes; Abstain - Jacqueline Nassry

COMMUNICATIONS: Email was received by President and Vice President from a gentleman concerned with access to microfilms and issues of the old newspaper the Washington Star. Patrons still have access to microfilm on machine. Scott doing some research with Tracy and he will respond to the gentleman.

AUDIENCE:

President Scott McDonald opened up the audience portion of the meeting. Seeing no one, Scott closed this portion of the meeting.

REPORTS:

1. President's Report

Scott McDonald said part of his report was mentioned in the above correspondence. Also wanted Board to be aware that a dogwood tree was replaced out front. Scott said staff just needs to water it on days open. Obviously, if it recently rained it's not necessary and once the ground starts to freeze in the next couple of weeks it won't be necessary. Tracy said they need a bucket. John was concerned that staff was doing a task unrelated to their responsibilities when they were overworked already. Scott said it was only for a couple of weeks and that it doesn't only have to be Tracy. Usha can assign other workers.

It was also suggested that perhaps this new dogwood could replace the rose bush that was accidentally removed during clean-up. John offered to follow-up with the Trimmer family to see if this new tree would be acceptable. Brief discussion on

getting a small memorial plaque, if price reasonable John Valentine said it could be donated by FOL.

2. Treasurer's Report - No discussion.

Jeanine Gleba made the motion to approve the report and Scott McDonald seconded the motion. No discussion

Roll call: Mayor David Higgins - abstain, John Valentine - yes, Scott McDonald - yes, Jacqueline Nassry - yes, Jeanine Gleba – yes; Approved with 54 ayes; 0 nays; 1 abstention by David Higgins.

Tracy asked Mayor to speak with Manager or CFO to see if the library could wait till all year end bills were paid and if we could cut the final check of what was owed then. This month we are paying the Boro \$9000. We are still very close within what we will owe by year-end but she doesn't want to make an estimate of what will finally be owed and over pay and then the town will have to pay us back etc.

2. Director's Report

Usha Thampi-Lukose highlighted several items from the written report that she had already forwarded to all Board members. The Director noted that the Census people were recruiting employees at the library. The salary is \$21 per hour.

Jeanine questioned the next Board meeting time in the calendar. The official calendar approved has it at 6:30 for the employee holiday gathering. Scott agreed it should be 6:30 and we will continue pot luck tradition.

Jeanine Gleba made the motion to approve the report. Scott McDonald seconded the motion.

All in favor with 5 ayes.

3. Committee Reports – No committee reports

OLD BUSINESS:

1. Friends of the Library Update – John Valentine reported that the next Tricky Tray event would be held in June. Additionally, there will be a small fundraising event held in the library on December 14th to sell accessories such as jewelry for “stocking stuffers”. John sent a text message to 60 people asking for donations. People can drop off items at the library or John has offered to pick them up. He will ensure that they are either new items or items of worthy quality to sell.
2. Trustee Manual. Scott said this was the state manual that they recommend Board of Trustees uses. Jeanine questioned if it will be approved with the suggested amendments made by her and Rosemarie. Scott made the motion to approve the trustee manual with amendments as noted. There was no second so the motion failed.

NEW BUSINESS:

1. Discussion and Approval of Employee Handbook. Jeanine said that she'd like to wait for approval till Rosemarie is back so she has time to review and offer input. John expressed with concerns with approving it with attorney review. Jeanine said this was already discussed at the last meeting. Scott explained that the majority of the manual was already taken directly from the Boro Employee Handbook which was already reviewed by attorney plus it has state policies. He said that for an attorney review it would cost a lot of money. Jeanine also expressed that it was written to include specifics for just library employees like other library handbooks and state library policies. Scott also stressed that this has been a long-time goal of the BOT to have our own employee handbook.

Mayor said it was not as large/inclusive as the Boro handbook and Jeanine explained it did not reference any policies related to full-time employees or union employees so not as lengthy.

The Mayor offered to ask the Manager if the town attorney could review it for the Library Board of Trustees. He will have the Manager respond to Jeanine and if ok, she will send the Boro attorney the file directly to review.

Usha expressed that until we get our own handbook that we should use the Boro handbook. Jeanine reiterated that for decades the library employees have been using the Boro handbook of policies. There has never been a time when library employees have not had employee policies. Until a new handbook has been approved they will continue to follow Boro policies.

No one else had any other amendments or changes to the Employee Handbook draft that Jeanine shared.

Mayor gave an update to the Board. Since our last meeting Borough Manager Matt Hall contacted the County Librarian Maureen Wilkinson about what it would cost the Borough to join the County library. She said that it would cost the Boro between \$230,000-250,000 in taxes to join. Both the Mayor and Scott recalled it being much higher the last time this quote was provided by the County. Scott asked if that figure included the keeping the Washington Library open as a branch of the County and Mayor confirmed that yes it would. Mayor also stated that the Council is still exploring the regionalization option.

EXECUTIVE SESSION (as needed):

ADJOURNMENT: There being no further business, Mayor Higgins made motion to adjourn and Jeanine made the second. The meeting was adjourned at 7:33 PM with all in favor.

The next regular monthly meeting of the Washington Public Library, Board of Trustees, will be held on Monday, December 16, 2019 at 6:30PM.

Respectfully submitted,
Jeanine Gleba – Vice President