

WHITING LIBRARY BOARD OF TRUSTEES
Draft Minutes – Meeting of Personnel Committee
(Warned as a Special Meeting of the Board of Trustees)
Wednesday, July 5 2022, 6:00 PM
Meeting held via Zoom

In attendance: Trustees Donna McNeill-Hudkins, Matthew Gorsky, Lora Cokolat (from 6:11pm, onward), John Garison, Jesse Bailey, and Sam Comstock. Bill Dakin momentarily connected to the Zoom. No members of the public joined.

The meeting was called to order by the Chair, Donna, at 6:06pm.

There were no additions to the agenda.

Donna lead the discussion of hiring a new Director, beginning with review of three documents she had provided (two example Director job announcements, and a U.S. Bureau of Labor Statistics wage estimate for Vermont Librarians). It was noted the prior Director provided suggested changes to the position's job description to be reviewed. There was a discussion of level of training to expect (Masters degree or not) and experience.

At this point (6:11pm) Bill and Lora connected to the meeting, and Lora was ask about Whiting Library's existing software, with regard to experience to look for through the job announcement. Lora felt the catalog was standard software, and not a limitation. Discussion also noted the Trustees are still learning what resources the Whiting Library has, such as association memberships.

Donna has been in touch the the State in regard to a temporary Librarian, as they maintain a list of people interested in short term positions (often school librarians, over the summer). She contacted one person on the list, largely to learn about the process.

It was noted the Director salary discussions will need to take into account the rate of inflation of other costs, with heating oil an example.

A motion to enter Executive Session to discuss compensation and contracts, as permitted under 1 V.S.A. § 313(a)(1)(A), with respect to hiring a Director. Motion by Matt, second by John, unanimous approval, at 6:18pm (Bill's connection to the meeting was gone by this point).

A motion to come out of Executive Session made at 7:38pm. Motion by Matt, second by John, with unanimous approval.

No public comment was given (none participating throughout the call).

A motion to offer the previous Director (Deirdre) additional hours to assist with managing the library, and to hire a "substitute" librarian while searching for a new Director, offering hours and rates as discussed in Executive Session. Motion by Donna, seconded by John, with unanimous approval.

A motion to adjourn made at 7:41pm. Motion by John, second by Matt, with unanimous approval.

Respectfully submitted on July 8, 2022 by Sam Comstock.