

Minutes of the Wead Library Board Meeting on June 21, 2022

Present: Jeanne LeClerc, Treasurer
 Anne Werley Smallman, Secretary
 Chris Eggsware, Vice President
 Lucille Poirier, board member
 Mary McDonald, Senior Clerk
 Chelsie Russo, Librarian I
 Nicole Andre, Library Clerk

Excused: Melissa Benardot, President

Call to order: 7:10 pm by Chris Eggsware, Board Vice President.

Motion to approve the minutes of the May 16, 2022 meeting by Lucille Poirier/second by Jeanne LeClerc. Approved unanimously.

Motion to approve the treasurer's reports of May 2022 by Jeanne LeClerc/second by Anne Werley Smallman. Approved unanimously.

Motion to accept the June 2022 bills as paid, by Jeanne LeClerc /second by Lucille Poirier.

Communications:

- Mary McDonald sent thank you notes to book sale volunteers

Library Reports by Mary McDonald: *see attached*

Librarian's Reports by Chelsie Russo: *see attached*

- The Strategic Plan/Long-Range Plan and 5-yr Technology plan both need to be updated. The Board and Senior Staff will work on this gradually, together, as a regular board agenda item.

Old Business

- **Reopening Status:** The library continues in phase 6: recommended masks and hand-sanitizer but not required.
- **Civil Service update** - per email from Melissa Benardot: Civil Service approved without further changes, but required new signatures from Melissa, so not effective yet. Question: If the board wants to move Nicole into the Senior Library Clerk position, will that entail a competitive or a promotional civil service exam? Needs clarification.

Motion by Anne Werley Smallman / second by Jeanne LeClerc and Lucille Poirier: we provisionally appoint Mary McDonald to the position of Principal Library Clerk once it is posted available by the Civil Service Department.
 Approved unanimously.

Motion by Anne Werley Smallman / second by Lucille Poirier: we provisionally appoint Nicole Andre to the position of Senior Library Clerk once it is posted available by the Civil Service Department. Approved unanimously.

- **Computer upgrade** - library is in possession of all of the donated computers. A “kick-off call” with Symquest will be July 29 and then the in-person installation of upgraded software will begin August 3 and will take 3-5 days. A single laptop with Horizon will be used for circulation while the staff computers are being upgraded. Three laptop computers were ordered (this year’s budget) for mobile computing needs.

New Business

- **New employees:** training schedule will be developed
 - Dominick Andre *part-time* library page
 - Jayne Tracy *part-time* library page substitute
- **Stone wall repair** - Bruce Crompt, Seven C’s, and Mountain Creek Masonry were contacted. Estimates from Bruce Crompt and Seven C’s were shared with the board.

Motion by Anne Werley Smallman / second by Lucille Poirier to accept the estimate by Seven C’s Masonry Repair & Restoration and to move forward with the proposed work. Approved unanimously.
- **Adult yoga program proposal** - patron Noele Brabon proposed a weekly yoga class at the library October - May. The program will be free to patrons; the library will purchase and provide mats and blocks to participants.

Motion by Lucille Poirier / second by Jeanne Leclerc to approve the proposed weekly yoga class programming. Approved unanimously.

Motion to enter executive session at 8:20pm by Anne Werley Smallman / second by Lucille Poirier to discuss personnel matters relating to the appointment, promotion and job descriptions of staff. Exited executive session on motion by Lucille Poirier / second by Jeanne LeClerc at 8:34pm.

The next regularly scheduled board meeting will be September 19, 2022 at 7pm.

Adjourned at 8:36pm on motion by Lucille Poirier/second Anne Werley Smallman.

Respectfully submitted,
Anne Werley Smallman
Board of Trustees