

## **Board of Trustee Minutes February 5, 2015:**

**Meeting called to order:** by Marijane Brandau at 8:00 P. M.

Required posting was made in compliance with the Sunshine Laws

### **Roll Call:**

Present: Mayor Alviene, Karen Basse, Camille Piccirillo, Louis Coiro, Marijane Brandau, and Catherine Chadwick, Library Director

Marie Pra is not able to attend.

**President's Comments:** Our director, Catherine Chadwick has resigned. We will need to find somebody to take her place.

Minutes: Did everyone read the minutes. They are from the December meeting since the January meeting was cancelled. Marijane makes a motion to approve the minutes, Camille seconds the motion. A vote is taken and everyone approves.

### **Director's Comments:**

#### **December:**

- Movie night continues to be a well-attended success, we have had three thus far and there is a demand for more
- We had 80 children write letters to Santa and 225 children visit Santa at the Library.
- Our staff Christmas luncheon was held at Bella Sara, 8 staff members attended.
- Our bookcase that houses our CD collection collapsed and was fixed by a patron. Margaret purchased a similar bookcase to accommodate the overflow and future purchases.
- I have gone over monthly expenditures and have reduced many of them without compromising services or material. I have lowered the phone bill, the annual standing book order, the magazine order and the newspaper order. In 2014 I have saved the library over \$3500.

- I have been investigating leasing a new copier for the library; the one we have is outdated and does not perform many of the functions a more up to date copier does. I have a proposal from a highly recommended vendor Document Solutions. We will be getting a copier that is capable of doing double sided printing as well as accept print jobs from all the public computers in the library. This would eliminate the waste of print jobs that are not picked up or paid for. Patrons will have to pay for their printing BEFORE they get their copies. Staff will no longer have to deal with the patrons printing needs. The coin box will make change from a dollar. This will save the library money and be a more efficient way of dealing with printing issues in the library. This will also insure the patrons' privacy when printing in the library. Cost \$117 per month for lease. Proposal includes all maintenance and toner. Catherine asked for approval to lease the copier. Mayor Alviene asked if there needed to be bids. It was stated that this was a lease and not a purchase and there were no bids for the rental of our current copier. Mayor Alviene said there most likely wouldn't be a problem. It would just be a precaution in case another company challenged it. The Mayor went on to state that it seems a good idea for our Library. Financially it makes a lot of sense. I don't think anybody would outbid it. Catherine added that this company services most of the libraries in Main and BCCS. Mayor Alviene suggests that the board votes on it and someone should call the company to make sure that the correct procedure is being followed. Marijane states that the motion should not be put on the table until the question is cleared up. Mayor replies that there may be a limited time on the offer. Catherine verifies that this is so. The Mayor reaffirms that the board should vote on this contingent on there being no problem with bids. Catherine will make the phone call. A vote is taken. Camille makes a motion to approve the lease the new copier. Louis thinks the board needs to do more research. Mayor Alviene states that the vote is only contingent on there being no problem with bidding and if there is a problem then the vote is null. Marijane seconds the motion. Louis abstains all others vote yes. The motion passes.

**January**

- Despite the snow and cold both our children's and adult programs were well attended this month.
- We had 15 applications for our Senior Library Assistant vacancy. I interviewed 9 candidates and hired the best person for the job. Esther Booth started January 20, 2015 and hit the ground running; she is very experienced, very energetic and eager to do a good job. In addition to her desk duties she is responsible for our Facebook page and assisting Arlene with Children's programs and will be doing programs from time to time.
- It has come to my attention that one of our employees has been searching my desk/office in my absence. She has been observed doing this. I am extremely disturbed by this and feel that disciplinary action should be taken by the board. This is an invasion of my privacy as well as other employees as I have confidential information regarding each employee in my desk. She has also been spreading false information regarding my hours and other activities to the Board. I have asked Bruce to put a lock on the office door; I am now locking the desk in my office as well. This, in my opinion, is grounds for immediate dismissal.

(Mayor Alviene question if the employees are allowed to enter the director's office at any time. It was stated that employees are allowed to enter with permission to get things but otherwise they only go in to put something on the director's desk. Louis says there need to be a written policy. The Mayor says the board needs to deal with policy. If the office is locked, will the library still be able to function. Catherine states that she would give a key to Margaret if she is not in the Library.

Mayor states that we cannot name that person here tonight because she is not here to defend herself. It is a RICE law. If something is going on that is wrong, it needs to be documented and the Board president notified. The person has to be notified and sit down with those bring the claims, the Director and the Board President.

Camille suggest that if there are things that employees need, they should not be kept in the office.)

- I have resigned from my position as Part Time Director of the Butler Library effective February 14<sup>th</sup>, 2015. I want to thank the board for the opportunity to serve as your Director. During my short time at Butler I have accomplished much. I started the Museum Pass Program that has been a big success. Movie night with our brand new 70" flat screen TV, brought back Vicki Anderson who

provided two very successful adult programs, Crocheting and Astrology for Beginners. The Library hosted a live music concert. As far as Library administration I have reduced some line items significantly as stated above. I have brought the bookkeeping aspect of the library from paper and pencil to an excel spreadsheet that gives an accurate picture at a glance of the budget. I have discarded some seriously outdated material (VHS tapes, books both fiction and nonfiction), got rid of some recordkeeping material that has been out of date for more than 15 years. I believe I am leaving Butler with a good legacy.

(Mayor Alviene thanks Catherine for her time as Director. We appreciate what you did do here. We wish you luck in whatever you do next. We as the Library Board will have to go forward and call candidates back in. We should get in touch with the people that applied in the last search.

Marijane questions paying presenters to do programs. It was explained that programs are free to the patrons but we pay presenters to do the programs for the Library. Marijane questions the purchase of a book for the director's use and is not circulated in the library. It is explained that the book was purchased to be part of the information for the director and is kept in the director's office. )

**Treasurer's Report:** There is no report.

**Old Business:** None

**New Business:** already discussed

**Public Comments:** Arlene, from Children's Services speaks about staff issues in the Library that she feels need to be addressed by the Board.

Mayor Alviene stated that there should be a meeting of all the staff together with all the Board members to resolve these issues. If staff members were behaving improperly that such behavior needs to be documented and presented to the board.

**Meeting Adjournment:** Meeting is adjourned at 9:15 P. M.

