



Board of Trustees Meeting Minutes July 17, 2023

Attendees: Attendees: Trustees Jack O'Reilly (JO), Meghann Wayss (MW), Paul Pelletier(PP), Alex Jacuch (AJ) and Ted Karabinas(TK)-, Trustee Alternate Lillian Wilson , Director Lara Berry (LB)

JO called the meeting to order @5:35. It was noticed that for the first time ever there was someone recording the meeting. Since this was a public meeting is allowed although unexpected.

Minutes: June 6, June 9 and July 11 minutes we presented for approval. Lara, wanted to clarify that in the July 11 minutes that she did not ask Primex to have the library billed separately, but that information came up during her phone call because the representative from Primex shared that from a previous conversation that was prompted by the Town. Moved by AJ and seconded by MW to approve. Motion passed 5-0.

Treasurer's Report: Spending is on track. It was noted 1 more withdrawal from Piscataqua bank is still needed, as there is a small amount o cash in this account before it is able to be closed out.

Director's Report

- The Citizens credit cards have arrived and are being used. Stopped using out TD cards and will cancel once we are sure all routine charges have stopped. There is an unknown service charge on the TD cards. LB will contact TD bank for clarification and possible waiving before cancelling the cards.
- There were donations of \$1900 for a memorial bench, \$500 for summer program and another \$136 since the last meeting. It was moved by MW and seconded by TK to accept. Motion passed 5-0.
- LB has received the honor of being invited to judge the NH 2023 Literary Awards
- Members of both the Fire Department and Police Department attended consecutive Friday children's programs.
- 2 subs for the library staffing are no longer available and staffing will need to be added JO motioned to hire 1-2 new subs, AJ 2nd. Motion approved 5-0
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Policies:

- JO and TK will be working on updating the Personnel Policy. There was some discussing on catching up on all policy approvals.
- The policy to review policies is that it is to be done every 3 years, except for the financial policy, which is to be updated every year. Ted believes that the bylaws of the library may say that the personnel policy is to be updated every 1 or 2 years. No definite conclusion was reached at the time of the meeting and this will need to be looked into further.

Building Maintenance:

- Water found on floor in both the old and new basements. They have dried up and are being monitored. They both became wet during a significant storm and have been OK since.

Old Business:

- There were concerns regarding the manner in which library employee records were stored at Town Hall and what was returned to the library by the Town, including Brittany's W-4 was missing from her file and took a couple of days for it to be located by the Town. LB had asked to come and pick it up, but instead it was emailed (but shouldn't have been because it contains private personal information including Social Security number, and email is not secure) (also emails are said to be part of Right-to-Know law, in which should not have any employee's private information including social security numbers). There were other mix-ups in the files as well, as other Town employees personal and private information was misfiled into library personnel files. There is also concern that 2 sealed library personnel enveloped had been opened and taped closed.
LB ordered a locking, fire proof safe during Amazon Prime Day, which will arrive soon. Currently, the files are in a box that has taped closed and is in LB's office (which locks) for safe keeping (these files had not been requested from Town Hall and were not expected, so the library has been acting quickly to respond in the best and safest manner possible given the current unexpected situation of receiving the files.)
LB has spoken with Primex and received a list of Best Practices for maintaining and keeping Personnel records.

It was discussed by the BOT that an addendum to the library policy is needed at this time because the policy currently states that the personnel records are to be kept at Town Hall.

JO motioned to temporarily suspend and deviate from the current policy, taking the taped boxes containing personnel files to the police department until the safe is received. Paul seconded. Ted suggested having the box taped with tamperproof or evidence tape to secure the boxes.

Lara to follow-up with Primex regarding Best Practices regarding storage of records, specifically in regards to Directors/Heads of Departments. There was discussion about how the police and fire departments and other Town entities house the records and if the Department Heads keep and maintain all Personnel files, including their own.

Further review and discussion of type of safe/storage cabinet needed at next BOT meeting, after currently ordered safe arrives.

Motion approved 3-2

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New Business:

- Discussion of Holiday policy- Library is open for 42 hrs/week over 6 days. 2018 library started being open on Mondays. LB presented several pages of documents regarding holiday pay and statistics of utilization of holidays by employees from 2018-2023, showing that the library employees are not over-utilizing holidays under current practices.

TK voiced concerns regarding current Personnel Policy and Holiday Pay is not updated and accurate. LB agreed that the way the current policy is written is outdated and is inaccurate, and needs to be reviewed and updated along with other general policies. LB and the current BOT has been working to update these policies for the past several months, and plans to continue to review and update policies.

LB will look back to 2018 minutes again to forward to BOT any information regarding when the library made the shift to be open on Mondays and the decision was made by the then BOT to allow a limited number of Saturdays which fall prior to Monday Holidays to become Holidays giving rotating employees a limited number 3 day Holiday weekends. (Looks to be 5 Saturdays in 2023 that are affected by this policy).

In the future, it is important for all changes to policy to be amended in the actual Policy and manuals, not just in the minutes. (The board agrees on the value in reflecting accurate changes and amendments to the policies , however there was no resolution to how this will be done or who is responsible for updating the policies to accurately reflecting the changes.

- Summer reading program started.

Next Meeting: 8/29/23 at 5:30

Adjournment At 8:15 it was moved by AJ and second by MW to adjourn. Motion passed 4-0.

Respectfully submitted
Jack O'Reilly