

**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES**

DATE: January 14, 2025

TIME: 6:37 p.m.

PLACE: Lingos Trustee Room & Zoom

PRESENT: Jocelyn Meek, Chairperson; Lisa O'Donnell; Matthieu Delisme; Joseph Policape & Paul Engle, Library Director

Zoom- Phyllis Ellis, Margaret Mone (exited at 7:30) & Elaine Gatewood

ABSENT: Jorge Vega, Vice Chair & Aminah Pilgrim

VISITORS: Donna Frett, BLF President

RECORDING: Sandra Reed

<u>TOPIC/AGENDA</u>	<u>FINDINGS/DISCUSSION</u>	<u>RECOMMENDATIONS/ACTIONS</u>	<u>FOLLOW-UP</u>
1. <b>Hearing of Visitors</b> – Donna spoke about what was currently going on with the Foundation Board. They had election of officers in December but still have a few spaces on the board. They also decided to have officer meetings every two weeks after their general board meeting to strategize and plan what to do to better help the library. Her goal this year is to come to more Trustee Meetings so there is more collaboration between the Trustees and Foundation. Would like the Foundation to be more involved in future projects of the library.			
2. <b>Acceptance of Minutes</b>	Approval of minutes from December 10, 2024 as submitted.		Approval of minutes by Lisa O'Donnell, second by Phyllis Ellis; voted unanimous
3. <b>Chairman's Report</b> – The Fiction section here at the Main Library has been virtually, non-existent. Jocelyn has been documenting the progress of this for 10 weeks (since her first inquiry). She has formally spoken to both the selector and Dept Head for this section. Jocelyn has been told by circ staff that complaints have been coming in to them, about the lack of materials. She is worried that patrons will keep seeing the lack of materials and go, out of town, for their reading materials. Completely unacceptable. Both of our branches are not having this issue. The shelves there have up-to date bestseller fiction books. The board will not comment on the performance issue of the staff selector, they will leave that to Paul and Kevin, but this has morphed into a negative user experience that is the Boards' role.  What can be done? Is there a way to measure checkouts? What did our checkouts in this section look like last year as compared to this year? What genre is the most checked out at our library?			Paul will get these stats. Put on February agenda
4. <b>Director's Report</b> – will defer discussion to Agenda Item # 7 Director's Review			
5. <b>Vote on 2025 Holidays</b>			Vote to approve recommended list; motion made by Joseph Policape, second by Matthieu Delisme; voted unanimous
6. <b>Vote on amended Makerspace policy</b> – Pat Monteith has updated this to include, no one under the age of 13 may be left without a parent in the Makerspace.			Motion to accept changes by Lisa O'Donnell, Second by Margaret Mone; voted unanimous

TOPIC/AGENDA	FINDINGS/DISCUSSION	RECOMMENDATIONS/ACTIONS	FOLLOW-UP
<b>7. Director's Review –</b>	<p>Lisa will review raw data with everyone tonight and the email the Trustees the summary of all surveys. Overall Paul meets or exceeds expectations. Question 11 (Performance Evaluations) could not be answered again this year because again, no expectations are set. Now that the Mayor has implemented evaluations at the Dept Head Level, Trustees want Paul to start back up with employees. Paul with work with Kevin N. to get the ball rolling. This will be a goal for them in 2025.</p> <p>Overall the review was very positive  Paul did not get an increase last year, as he declined because of budget issues. No increase in 2 years.  Discussion of whether to extend Paul's contract that has now expired.</p>	<p>Motion to extend 3- year contract to Paul by Lisa O' Donnell, Second by Margaret Mone  Voted unanimous</p>	
	<p>Per the mayor the Trustees can offer Paul an increase anywhere from 0-5% With the contract being 3 years, raises can be discussed every performance evaluation Trustees discussed the increase they believe Paul should get, which would be effective from the date the contract was signed.</p>	<p>Motion to give 4% increase to Paul by Margaret Mone, Second by Joseph Policape  Voted yes by all with the exception of Lisa O'Donnell- abstained</p>	
<b>8. Old Business-</b>	<p>Floor in Lingos is done  Look into painting White Avenue entrance.</p>	<p>Trustee will look into colors</p>	
	<p>Strategic Plan – Jocelyn wants to start back up now. Two public info sessions to be planned. One morning and one evening to get the most public input. Jocelyn will get letter to invite community done- send email blast  Library will also put up info to promote. (flyers, social media etc)</p>	<p>Info sessions will be scheduled for February</p>	
	<p>Employee survey to go with strategic plan. Lisa is ready to go with survey</p>	<p>Will put on February agenda to plan out</p>	
<b>9. New Business-</b>	<p>Election of Officers for the Board of Trustees</p>	<p>Will put elections on February agenda</p>	
<b>10. Executive session (as needed) Went into executive session at 7:15 p.m.</b>	<p>Role Call to enter: Phyllis- yes; Joseph- yes; Lisa- yes; Matthieu-yes; Elaine-yes; Margaret- yes; Jocelyn- yes  Role Call to exit: Phyllis- yes; Joseph- yes; Lisa- yes; Matthieu-yes; Elaine-yes; Margaret- yes; Jocelyn- yes  <b>Exited at 7:23</b></p>		
<b>11. Adjournment</b>	<p>Meeting Adjourned at 7:41 pm</p>	<p>Motion by Phyllis Ellis, second by Joseph Policape; voted unanimous. (Margaret exited at 7:30)</p>	