

West Tisbury Public Library Board of Trustees
Minutes (11/13/18)

Date: Tuesday, November 13, 2018

Location: West Tisbury Library

Attendees:

Trustees: Caroline Flanders (Chair), Wendy Nierenberg (Vice-Chair) (by remote), Fran Finnigan, Rob Hauck, Elaine Barnett

Absent: Wayne Smith,

Caroline Flanders called the meeting to order at 6:31.

Minutes:

Minutes of 10/16/18 were approved at 6:32.

Director's Report: (See Attached)

- The Director requested approval to open the library at 12:30 pm on November 30 to allow for a staff meeting with Community Services' Resources on patron support. The request was approved.
- The Director updated the Board on the request before the Personnel Board to change the grades of two library positions: Circulation Assistant and Reference IT.
- Following consultation with Police Chief Mincone, a patron's six month no-trespass order was extended indefinitely. A copy of the extension order was delivered to the offender.
- The library's Action Plan was updated (see attached). The motion to adopt the Fiscal Year 2020 Action Plan was unanimously approved.

Old Business:

- The CPC application: The eligible application requesting up to \$37,000 will be considered by the CPC on November 14. The Town selectmen have agreed to become cosponsors of the application.

- The Director, Caroline Flanders, and Rob Hauck will present the draft of the library's grievance procedure to the forthcoming meeting of the Personnel Board.

- The Library Trustees will present the proposed draft of an internal grievance procedure to the Personnel Board at its November meeting. The Library Board will review its presentation before the meeting. the Director, Caroline Flanders, and Rob Hauck will attend the meeting.

- Annual Review of Director: Half of the staff responded to the evaluation form. Caroline's report was approved.

New Business:

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- Drafts of the Policy Review Committee's revisions of the Volunteer Policy, the Training and Continuing Education Policy, the Personnel Policy, and the New Technology for Public Use and Wireless Policy were submitted and approved.

- Regarding the latter, Janelle Hoffman will be consulting on Internet Literacy and family involvement in internet use.

- Long range planning will begin July for fiscal year 2020.

Correspondence: (none)

Adjournment: 7:21 pm.

Next Meeting: Tuesday, December 11, at 6:30 pm

Submitted by: Rob Hauck, December 3, 2018

APPROVED 6:34 pm DECEMBER 11, 2018