**Board of Trustees**

**Merrimack Public Library**

**Merrimack, NH DRAFT**

**May 29, 2019**

**Present:** Trustees: Lora Philp (Chair), Debra Covell, Janet Krupp (Treasurer), Karen Freed (Secretary)Library Staff: Yvette Couser

**Excused: Janice Tibbetts**

**Chair Lora Philp led the Pledge of Allegiance and called the meeting to order at 4:33 PM.**

**New Business-**

* **Karen Freed moved that the Library offer Sheila Lippman employment as the Tech Services Library Assistant (level 5) at $15.60 an hour. Janet Krupp seconded and the motion passed 4-0-0.**
* **Debra Covell moved to hire Abigail Lewis as the part time summer aide (level 3) at $12.00 an hour. This position is 28 hours per week and will end in mid-August. Janet Krupp seconded and the motion passed 4-0-0.**
* **Lee Gilmore has resigned for retirement. Her last day will be June 21. Lora Philp moved to accept the resignation of Lee Gilmore, with regrets, and Janet Krupp seconded. The motion passed 4-0-0.**

**LBOT Committees**

1. **Personnel Committee report and recommendationas -**

During the April 16, 2019 LBOT Business Meeting, the Director requested clarification of her Trustee Goals created during her Annual Evaluation on 4/1/19. The Director referenced an article entitled “Reviewing the Performance of Your Library Director,” (NHLTA Newsletter, Spring 2019) which states that Goals should be: SMART – Specific (clear and unambiguous); Measurable (measurable and have milestones); Attainable (realistic and attainable); Realistic (“do-able”); Time-Bound (have starting and fixed ending points).

As a result, the Chair requested that the “Personnel Committee meet with the Director to go over the Director’s Goals to clarify and identify the timelines.”

The Committee met with the Director on May 3 and May 10, 2019, and then as a Committee on May 18, 2019 to finalize their report to the Library Board of Trustees.

During the meetings with the Director, she provided us with a written account of her objections to the Goals (Attachment 1). She also provided us with a written recommendation from Jennifer Jobin (Attachment 2), who had served as a recent mediator.

We reviewed these documents in our meetings. As a result, below are the Personnel Committee’s recommendations:

Goal 1: Provide detailed statistics on a quarterly basis.

**We have determined that Goal 1 has been met and we recommend that it be removed.**

**Lora Philp moved that Goal 1 be removed as a goal and Karen Freed seconded. The motion passed 4-0-0.**

Goal 2: When vendors are required or necessary, the Director will provide the Board a minimum of two quotes.  If two quotes can’t be obtained the Director will provide documentation of the same.

**We have determined that Goal 2 has been met and we recommend that it be removed.**

**Debra Covell moved that Goal 2 be removed as a goal and Karen Freed seconded. The motion passed 3-1-0.**

Goal 3: Accurately enter Trustee Accounts data in Quickbooks on time.

Goal 4: Make deposits twice a month.

Goal 5: Issue checks in a timely fashion so as to avoid finance or late charges.

**We recommend a review of the progress of these goals in six months.**

**Lora Philp moved to revisit goals 3,4,and 5 in six months and Janet Krupp seconded. The motion passed 4-0-0.**

Goal 6: Demonstrate a professional response when responding to incidents that arise concerning Trustees by showing a willingness to assess the situation from a balanced perspective and take steps to diffuse a situation with involved parties through positive communication and education.

Goal 7: Work with the Board to discuss requests and issues that arise, especially when there is a different in ideas or perspective, until all parties come to a satisfactory mutual conclusion on how to proceed so issues and requests are not recurring or left unsettled.

Goal 8: Demonstrate respect and consideration for requests and inquiries made by the Board.

**We recommend that the Trustee Goals for the Director, numbers 6, 7 and 8, be placed as comments under the Director’s Evaluation section titled “Board of Trustees.” The rationale for this change is that these are subjective measurements that could not be made specific and that describe mutual lines of communication.**

**Janet Krupp moved that the trustee goals 6,7,and8 be moved to the end of the “Board of Trustees” section of the Director’s Evaluation. They will be considered to be “Comments” at the end of that section. Debra Covell seconded and the motion passed 3-1-0.**

**Calendar-**

May 31, 5:15-7:00 pm Friends of the Library Annual Meeting followed by Members-only Friends of the Library Pre-Sale

June 1, 9:00-1:00 and June 2, 1:00 -3:00 Friends of the Library Book Sale.

June 18 at 7:00 pm Town Hall, Merrimack Memorial Room, Library Board of Trustees monthly business meeting.

**Comments from the Press, Public, and Board Members-** none

**Adjournment-**

**Lora Philp moved, and Janet Krupp seconded, to adjourn. The motion passed 4-0-0.**

**The meeting adjourned at 5:41 PM.**