

Hall Memorial Library
Board of Trustees Meeting

April 17, 2018

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ELLINGTON
TOWN CLERK

Present were Chair John Halloran, Judy Stomberg, Janet Wieliczka, Gabbi Mendelsohn, Mary Blanchette, Director Susan Phillips, Cheryl Chamberlin, Peg Busse and Melinda Ferry. Mary Clements was excused.

1. Call to Order 7:00 pm
2. Citizens Forum: Melinda Ferry, Member Board of Selectman, stated that at a recent meeting she attended, many residents commented that the Library is the Cultural Center of Ellington.
3. Approval of Minutes: Unanimous (Stomberg/Wieliczka)
4. Treasurer's Report: The Library is successfully using Quicken.
5. Current Year Budget: Three-quarters of the year through the current budget has us on task.
6. Library Director's Report: The use of the meeting room and museum passes has increased over this time last year. The Friends of the Library provided \$1400 for sewing machines. CD Builders are working on refinishing window sills and edges of counters. The FOL has been working on reorganizing and cleaning their space and have accumulated trash. A dumpster will be ordered to dispose of this trash along with abandoned items from the Town Hall Annex remodel done many years ago. Spring window washing is underway by Frenchie's Window Cleaning. Meetings have been held with carpet vendors. The public coffee machine is broken and unrepairable; alternatives are being explored. CD Builders has submitted an estimate for the repair to the emergency exit door on the ramp. They included three scenarios. After consultation with Tim Webb, option 3 has been chosen. The cost will be \$3700 and the Trustees unanimously approved the cost. Food for fines Month going well. The Library will participate in the Earth Day event, with Magic Dan, a craft and information. Reading to Dogs continues to be very popular. Story hours have finished for now. Tax season went smoothly. The Library has subscribed to Amazon Prime to provide faster shipping for timely items. The Digital download kiosk has been repaired and is back in service. The Evergreen online fine-paying system should be online in the few next weeks.
7. Friends of the Library: The Book Sale is being held this weekend. Peg Busse had a concern about providing 1099's for vendors and she consulted with the Finance Office. Further exploration of the IRS rules is needed.
8. Old Business:

By-Laws and Personnel Policy Statement were reviewed and unanimously approved with no changes (Wieliczka/Mendelsohn).

Response to the Board of Selectman was presented and unanimously approved (Stomberg/Wieliczka). An employee review form specific to library staff is being developed by Human Resources in conjunction with Sue.

9. New Business:

Capital Improvements:

Roof: The Capital Improvements Committee decided to remove the roof repair from the FY 18-19 budget. The project will now go out to bid, to be financed with a 5-year lease, and bids not to exceed \$300,000.

Carpeting: Looking at September for installation so that the Library can close for a few days.

Bird Netting: Motion to proceed and approve \$9450 expense unanimous. Vote unanimous (Wieliczka/Mendelsohn). Sue will check with Finance Officer about source of payment.

Internal Painting: Use low odor paint, and possibly paint before carpeting. Sue will get updated costs from CD Building and time schedule.

Furniture: Looking at options. Furniture needs to be commercial grade.

EXCITE FEEDBACK:

Ellington was one of six libraries to participate in this federally funded grant program. The theme is Excite Transforms Your Library. It is a new way of thinking, reaching out to the community and making the space welcoming. A survey was done on the age group 23 to 29. The Focus Group met several times. They would like to see a Life Skills Program that will teach them how to balance a checkbook, how to do a resume, cooking skills, taxes, etc. This group does not want a classroom setup. They would like a casual informal setting, hands on, not a lecture. A survey was done on Facebook and the Ellington page. This will be called (as of now) Adulting 101 with educational and fun get togethers in the Library. The Library staff that has participated will be making a presentation of their plans. If accepted, a seed money grant will be given. The Board of Trustees answered questions and unanimously support this program.

10. Trustees Concerns: Gabbi Mendelsohn asked about programs for teenagers. Things are offered for teenagers. Their interest waxes and wanes, but programs will continue to be offered.

11. Correspondence: None.

12. Adjournment: 8:30 pm (Wieliczka/Stomberg)

Respectfully Submitted
Mary Blanchette
Recording Secretary
** Attachments*



**Hall Memorial Library
Board of Trustees**

To: Board of Selectmen

Re: Budget and Administrative Operations

Financials

The practice of using Target gift cards allows the library to purchase DVDs from Target at the lowest price available, and for the purchase of combination Blu-Ray/DVD packages available only at Target. The savings more than offsets the sales tax paid. It also provides for immediate access for programs and immediate access for patrons to newly released titles. We will limit this as much as possible and will look for other ways to do this. **It seems that a Town credit card may be the best choice.** A detailed gift card log has been maintained; reconciliation will be provided to the Finance Office when a card reaches a zero balance.

Recognizing the concerns of the auditors, the future use of gift cards for gifts will be carefully considered. Details for gift cards used as gifts will be provided.

Authorization for use of personal credit card will be requested from the Finance Office or Board of Trustees whenever possible.

The Board of Trustees is responsible for the library budget and the postage line item will be set at the Board's discretion. The offer to use the Town postage meter will be considered.

The Board of Trustees and library staff were not aware that Big Y credit cards are available for Library use. If provided, they will be used.

The Library Director is not comfortable using an unfamiliar fleet car and the Board of Trustees agrees. Detailed mileage reimbursement forms will be submitted monthly.

The library petty cash balance is \$250.00. It will be reconciled on a monthly/as needed basis.

We are currently setting up Quicken to better control and track internal library income and expenditures

Administrative

The Library Director is an exempt employee and approves her own paid time off. The Board of Trustees is notified in advance when she wishes to take time off. She is not eligible for Comp Time and it should be removed from the payroll system.

Minutes

Minutes of meetings will be filed on a timely basis, including any supporting documents. Our clerk has been out recently and this has caused an issue.

Employee Evaluations

The Library Director supervises 23 employees. It is not possible for her to complete 23 evaluations in the month of May. We propose that she be given **3 months (May-July)** to complete them. An evaluation form specific to the Library will be developed.

Building Maintenance

Responsibility for the maintenance of the library building, including oversight of the cleaning service, may be transferred to the Director of Public Works, in collaboration with the Library Board and Library Director. Capital planning and capital improvement projects will be done cooperatively by the Library Board, Library Director, and the Director of Public Works. The budget line items under 00835-20-60250 (Contractual Services) need to be reevaluated to determine which items belong under Public Works and which should remain under the Library.

The Board of Trustees has determined that the library custodian should remain an employee of the library at this time. An updated job description is attached.

We will work with the Department of Public Works and/or the security company to determine if and where monitors should be placed. This was not part of the original proposal submitted to the Library Director.

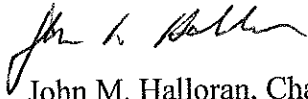
Personnel Policy Statement

This has been updated. A copy is attached.

The Library Director reports directly to the Library Board. Any issues regarding the financial and administrative operations of the Library, and any auditor's recommendations, should be brought to the attention of the Board as well as the Director.

The Library Board "shall have exclusive control of the expenditure of all moneys collected to the credit of the library fund, and of the construction of any library building, and of the supervision, care and custody of the grounds, rooms or buildings...." (CGS Sec. 11-33)

Approved by the Hall Memorial Library Board of Trustees



John M. Halloran, Chair
17 April 2018

Town of Ellington Position Description

TITLE:	Library Custodian	STATUS:	Non-Exempt
DEPARTMENT:	Hall Memorial Library	Classification	
SUPERVISED BY:	Director, Hall Memorial Library		

OBJECTIVES

Under the supervision of the Library Director, maintains all areas of the library building and fixtures including carpets, windows, restrooms, kitchen and furniture.

ESSENTIAL FUNCTIONS

Performs daily cleaning on weekends, including:

- Vacuuming of carpeted areas,
- Cleaning and disinfecting restrooms, including floors, counters, sinks, toilets, urinals, walls and stalls.
- Emptying and cleaning trash baskets, disposing of waste in appropriate place, i.e. dumpster, recycling bin, white paper recycling bin.

Performs maintenance not covered by the cleaning service, including:

- Shampooing carpets as needed
- Cleaning interior glass.
- Dusting furniture, shelving and woodwork.
- Cleaning tables, upholstery, etc. as needed.
- Sweeping sidewalks.
- Picking up trash from the grounds.

Performs minor repairs as needed, including lighting.

Monitors and orders cleaning supplies.

Shovels sidewalks, especially on weekends, as needed.

Puts out recycling bins for pickup

Sets up meeting rooms for library programs

Informs the Director of any repairs needed that are outside his normal scope

Any other tasks as assigned by the Director.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the materials, methods, implements and devices used in cleaning and maintenance operations.

Working knowledge of the care of custodial equipment.

Some knowledge of building methods and tools.

Ability to understand and follow oral and written instructions.

Ability to maintain satisfactory working relationships with others.

Physical ability to do heavy moving and cleaning.

REQUIRED EQUIPMENT OPERATION

Ability to operate a vacuum cleaner, wet/dry vacuum, scrubbing machine, snow blower, leaf blower and other related cleaning equipment.

REQUIRED PHYSICAL EFFORT

Performs heavy cleaning and moving, walking, bending, lifting, shoveling, climbing stairs, ladders, scaffolds, etc., standing for a long period of time while using a vacuum cleaner, pushing a dust mop, using a scrubbing machine and/or wet/dry vacuum.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from high school required plus at least 6 months of experience in performing janitorial and related custodial work.

Revised 06/2014

LIB BD APPROVED: 10/14/2014

The Hall Memorial Library Personnel Policy Statement

Introduction

The Hall Memorial Library is the public library for the Town of Ellington. Its Board of Trustees is elected by the citizens, the majority of its operating funds derive from a tax appropriation from the operating budget of the Town of Ellington, its revenues and expenditures are processed through the Town Finance Office, and its property is town property. Accordingly, library employees are considered employees of the Town of Ellington and are subject to the Town of Ellington Personnel Rules and Regulations.

However, a separate personnel policy statement for The Hall Memorial Library, one reviewed and approved by the Library Board of Trustees, has been established for two (2) reasons:

Connecticut General Statutes designates the library board of trustees of each municipality in the state as the sole hiring and firing authority for employees of that municipality's public library.

Some employment conditions experienced by library employees (e.g., evening and weekend service hours) are not common to all town employees. When necessary, this policy speaks to those unique situations.

Administration of Personnel Policies

The Library Director, under the direction of the Library Board of Trustees, will administer all personnel policies and procedures for the employees of the Hall Memorial Library.

Meal Breaks

Library employees who work seven consecutive hours or more in a workday shall have a 30-minute in-house paid meal break. Breaks will be scheduled to ensure coverage of the library's public service points during operating hours, and may be interrupted if operations require. If employees wish to leave the library grounds during their meal break, the break is unpaid. Meal breaks for employees working less than seven consecutive hours may be scheduled at the discretion of the Director.

Emergency Closings

The decision to close the Library due to inclement weather, power failure or other adverse conditions will be made by the Library Director, in conjunction with the Board Chair and the First Selectman. Employees scheduled to work will be paid for their scheduled hours.

Holidays

Holiday closings for the Library will generally follow those designated by the Town, but because Library hours and operations differ from those of the Town Hall, adjustments to the holiday schedule may occasionally be necessary. The Library Director will make these adjustments with the approval of the Board. As per the Town of Ellington Personnel Rules holidays will be: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Columbus Day, one/half day on the day before Thanksgiving, Thanksgiving Day and the Friday after, one/half day on Christmas Eve, and

Christmas Day. The Library will close at 1:00 pm on the day before Thanksgiving, on Christmas Eve and New Year's Eve. The Library will also be closed on Sunday on Easter, Mother's Day, and Father's Day. Those employees entitled to paid holidays will also have one half-day floating holiday, to equal 14 days.

Attendance at Conferences, Workshops and Professional Meetings

The Library encourages staff members to be active in professional activities by participating in the activities of local, state and regional library associations, Bibliomation, The Connecticut Library Consortium and the Connecticut State Library. Registration fees, meal fees and mileage reimbursement will be paid for employees attending conferences, workshops and professional meetings that will benefit the employee, the Library and the profession. Individual annual memberships to the Connecticut Library Association, the New England Library Association and the American Library Association will be paid by the Library for full time employees as the budget allows.

Continuing Education

The Library recognizes the fact that continuing education and staff development are essential to the effective performance of every library job, and should be encouraged for personnel at all levels. The cost of training that will enhance an employee's skills and improve library service to patrons will be paid for by the Library, upon approval of the Library Director, subject to the limitations of the Library budget and in accordance with the Town Personnel Policy.

Tuition Reimbursement

The Library supports and encourages employee efforts to advance in the profession. To this end, on approval of the Library Director, the Library will contribute an amount to be determined annually, and to be dependent upon budgetary constraints, toward courses that lead to a Masters of Library Science or other library degree from an accredited institution in accordance with the Town Personnel Policy.

Attendance at classes and work on assignments may not be done during scheduled work hours unless by arrangement.