



**Babcock Library Board of Trustees
Minutes of Regular Meeting of
February 23, 2016**

In Attendance: Board Members Helen Chapman, Gerald Nagy, Catherine Sampson, Suzanne Smith, Barbara Zulick, Library Director Shadd Jamison and Friends President Beth Fitzroy. Board Member Ann Lojzim entered during Old Business.

Call to Order: The meeting was called to order at 2:07 p.m.

Secretary's Report: Catherine moved and Barbara seconded a motion to approve the minutes of the January 26, 2016 Regular Meeting. The motion passed. Helen moved and Barbara seconded a motion to approve the minutes of the February 9, 2016 Special Meeting. The motion passed.

Treasurer's Report: Barbara moved and Suzanne seconded a motion to accept the Treasurer's Report through January 2016. The motion passed.

Correspondence: There was no correspondence.

Library Director's Report:

Book Clubs: 5 for 2/12 **Here and There Book Club**; 7 for 2/16 **Mystery Book Club**; 9 for 2/13 **Pre-Teen Discussion**.

Senior Housing Visit on 2/5: 6 people checked out items

Folk Dancing Lessons: 4-8 people

Teaching Technologies on Monday afternoons and Wednesday nights: 1-2 people per session

Ragtime Five (Band) on 2/12: 17 people

Secret Valentine Event on 2/7 -2/14: 24 people

Make your own Valentines on 2/12: 7 people

Upcoming activities include Young Adult Book Discussion, Facebook 101, Pysanky, Quiet Corner Reads, Here & There Book Discussion, Irish Festival with Dancing & Music, and Family Fun film series. Social Media – The website is running smoothly and our Facebook page has 147 likes.

Staffing: A candidate will be chosen for the Children's LALL position in the next few days. David Ye, one of our interns will be leaving the library on 2/29 due to receiving an IT position.

Special Note: The Board expressed total disapproval of the Director's decision to suspend Tot Time for two months in the absence of a Children's Librarian. The Director was reminded in January of how important this program is. He promised to hire a new Children's Librarian early in February and he promised that we would not go two months without Tot Time. Yet that is

exactly what happened. The Board instructed the Director to reinstitute another Tot Time program immediately upon hiring a new Children's Librarian. The Board will not tolerate going three months without this program.

Bibliomation: A motion was made by Catherine and seconded by Suzanne to make a commitment to purchase Bibliomation for approx. \$13,000. The motion passed. Conversion will be planned for sometime in July. Prior to that, however, we must place new bar codes on every item in the Library.

Old Business: A proposal for extended library hours was tabled.

New Business: Library Director Job Performance Review

Gerry reviewed the rules that apply to Executive Sessions. Barbara moved and Suzanne seconded a motion to move into Executive Session for the purpose of presenting the Board's February 9, 2016 performance review of the Library Director. The motion passed. Helen moved and Suzanne seconded a motion to move out of Executive Session. The motion passed. No other motions were made or votes taken in Executive Session.

In regular session, based upon the conclusions of the Board's performance review Suzanne moved and Barbara seconded a motion to issue a Verbal Warning to the Library Director in accordance with Section XXII of the library's Personnel Policies, such action described in a document entitled "Memorialization of Verbal Warning." The motion passed. Suzanne moved and Catherine seconded a motion to eliminate the original Expectation #5 (Mentoring), and replace it instead with a new Expectation #5 entitled "Monthly Financial Procedures." The motion passed. Suzanne moved and Catherine seconded a motion that the Board shall conduct another job performance evaluation of the Library Director on, but not limited to, the current list of Job Performance Expectations on March 18, 2016, and to do so in Executive Session. The motion passed. Gerry and Shadd signed three copies of the Performance Evaluation and the "Memorialization," one each for the Chairman, the Director and the Director's personnel file.

Persons to be Heard: None

Update from the Friends: The wine tasting event will take place on September 10, 2016.

Items for next meeting on March 22, 2016: Presentation in Executive Session of Director's Job Performance Evaluation #2. Time permitting, discussion of long-range planning goals for more hours and staff; and a staff recommendation for a new policy about food at public computers.

Adjournment: Barbara moved and Catherine seconded that we adjourn at 3:50pm.

Respectfully submitted,

Ann Lojzim, Board Secretary