



**Babcock Library Board of Trustees
Minutes of Regular Meeting of May 24, 2016**

In Attendance: Board Members Helen Chapman, Ann Lojzim, Gerald Nagy, Catherine Sampson, Suzanne Smith, Barbara Zulick, Friends President Beth Fitzroy, Library Director Shadd Jamison and invited guests of the Director, Valeria Bisceglia and Scott Hughes.

Call to Order: The meeting was called to order at 2:02pm.

Secretary's Report: Catherine made the motion to accept the meeting minutes of March 22, April 26 and May 20, 2016. Suzanne seconded the motion. The motion carried.

Treasurer's Report: There was no treasurer's report.

Correspondence: There was none.

Library Director's Report:

Book Clubs: 5 for 5/11 Teen Book Club and 4 on 5/14 for Breakfast and Books

Tot-Time: 8 on 5/2; 4 on 5/3; 2 on 5/10; 2 on 5/16 and 4 on 5/17

Mother's Day Craft: 10 on 5/6 and 5/7 total

Zentangle: 4 on 5/11

Zok's Winemaking Class: 7 on 5/16

Ashford School Reading Night: 15 children and 15 adults on 5/14

Calligraphy: 22 people on 4/27

Folk Dancing Lessons: 4-8 people on Wednesday nights

Teaching Technology: 1-2 people per session on Tuesdays and Wednesdays

Knitters: 6-10 people per session on Wednesday afternoons

Upcoming Activities include Senior Housing visit on 6/3, Teen Book Club on 6/27, the second Zok's Winemaking Class on 6/13, Laughter Yoga on 6/10, Breakfast and Books on 6/18, Quiet Corner Reads Finale on 6/14, Northeast CT Community Orchestra Summer Concert on 6/3, Summer Reading Program Kickoff with Trevor "The Game's Man" on 6/17, Chocolate Making on 6/29.

Staffing: Kelsey Casey was hired for the open L.A.I position. Her first day was on 5/21. A staff meeting was held on 5/23.

Notes of Interest: The Here & There and Mystery Book clubs were postponed due to book delivery service problems. Shadd attended a Friends of Babcock library meeting on 5/17, the

Ashford School Readiness Council meeting with Raj on 4/29, the Ashford School Jamboree with Raj on 5/21, and Quiet Corner Reads on 5/6. Our Facebook page has 165 likes in 11 months.

Bibliomation: Conversion has been set back to September 22. We have not yet been presented with a payment schedule.

Old Business: The policy on food and drink in the library was tabled.

Director's Evaluation: Shadd exercised his right to waive Executive Session and have his Performance Evaluation open to the public. Accordingly Gerry opened the doors and invited anyone to attend. At this point staff members Raj Kamat, Joshua Piggett and Maggie Kurnyk joined the meeting along with Shadd's guests Valeria Bisceglia and Scott Hughes. Gerry stated that only the Director and the Board members at the table could talk, and that no interruptions from the guests would be tolerated.

Gerry began the Evaluation by reviewing Shadd's recent history. In October 2015 the Board gave Shadd a list of expectations by which his job performance would be judged, with the first Evaluation scheduled for February 2016. That Evaluation was judged to be unsatisfactory and the Board issued an "oral" warning in accordance with Section XXII of our Personnel Policies with a follow-up Evaluation in March. That Evaluation was judged to be satisfactory and another follow-up Evaluation was scheduled for May 20. That Evaluation was judged to be unsatisfactory, and the Board concluded that it was necessary to issue a "written" warning in accordance with Section XXII of our Personnel Policies.

To that end a series of four documents has been prepared for Board approval. They include the Job Performance Review, a Written Warning, a termination of earlier employment agreements and imposition of "at-will" employment, and a Performance Improvement Plan (PIP). Catherine made a motion that the Board of Trustees takes the following actions with regard to the current job performance review of Library Director Shadd Jamison:

- (1) That the Board endorses and accepts the results of the May 20, 2016 Job Performance Review as described in the Review statement dated May 24, 2016,
- (2) That based upon this Review, the Board issues Mr. Jamison a "Written Warning" in accordance with Section XXII of the Babcock Library Personnel Policies,
- (3) That the Board terminates the Employment Agreement of Shadd Jamison initially signed April 17, 2015, with such termination effective upon the conclusion of the Agreement (listed as May 30, 2016),
- (4) That after such termination the Babcock Library continues to employ Mr. Jamison as Library Director on an at-will employment basis at his current rate of pay, and

(5) That we initiate a 60 day Performance Improvement Plan (PIP) for Mr. Jamison commencing June 1, 2016, and that the Board reviews his progress in meeting its goals after the 60 day period has ended.

Suzanne seconded the motion. The motion carried.

The four documents were signed by Gerry and presented to Shadd for his signature to indicate that he received them. Special Notes: the result of the May 20 Evaluation is now public record, but the Board views the specific contents of the four documents as privileged. They were discussed in regular session, but not distributed to the guests. Nor are they to be appended to these Minutes, except to note the discovery that it was erroneously reported that Maggie was writing Shadd's newsletter column. The Board apologizes for the error and will strike this comment from his Evaluation.

For his part Shadd stated that it is inappropriate for him to report on meetings of the Director's Roundtable since those discussions are confidential. He disagreed with our findings and refused to sign the documents until he has more time to review them. Accordingly, the Board gave him until June 1, 2016 at 1:00pm to sign and return the forms.

Shadd also revealed for the first time some new ideas for Library program: a "one book, one town book discussion" patterned after Quiet Corner Reads, an expansion of the Library's town history services, and a partnership with area businesses to expand technology services such as e-books and i-pads. The Board instructed Shadd to write-up his proposals for the next meeting.

Persons to be Heard: Ms. Biscelgia and Mr. Hughes were invited to speak, but it was not immediately clear from their answers why they were invited by Shadd. Ms. Bisceglia said she is with the UCONN School of Business where she studies non-profits, especially libraries, and Mr. Hughes said that he is available to work for us as a consulting resource based upon his experience as Library Director in Bridgeport.

Update from Friends: Beth remarked that the wine tasting plans are proceeding. The Friends will donate \$250 for the Sturbridge Museum pass and the PTA will provide \$150 toward the pass. They have also provided a magazine rack for the library, and given two book awards to the 8th grade graduates.

Items for next meeting rescheduled to July 5, 2016 due to vacations in late June: Policy on food in the library; proposals by Shadd for new Library programs.

Adjournment: A motion to adjourn was made by Catherine at 3:15pm. Barbara seconded the motion. The motion carried.

Respectfully Submitted,
Anne Lojzim, Board Secretary