

HOLLIS SOCIAL LIBRARY
 BOARD OF TRUSTEES
 HOLLIS SOCIAL LIBRARY MEETING
 DECEMBER 29TH, 2014

Trustees present: Bob Bartis, Stephanie Stack, Amy Kellner, Don MacMillan, Karen Knight

Also in attendance: Merle Carrus

1. Meeting called to order at 7:00 pm.
2. Paving of parking lot – Don MacMillan obtained quotes from Hudson Paving. Quotes ranged from \$33K - \$61K depending on the extent of the work. The \$45K mid range option seems best. As Hollis Congregational Church owns approximately 80% of the parking lot, they will take the proposal and submit it for inclusion in the next fiscal year’s budget. Don will continue to coordinate with the town and the church.

3.

Motion	To accept the resignation of Vicky Sandin, Youth Librarian, received December 22, 2014, effective January 2, 2015.		
Made by	Karen Knight	Seconded	Stephanie Stack
Vote	Unanimous		

4.

Motion	To enter Non-Public session at 7:10 pm to discuss personnel issues		
Made by	Stephanie Stack	Seconded	Amy Kellner
Vote	Unanimous		

5. Non-Public session concluded at 7:25 pm.

Motion	To seal minutes of Non-Public session		
Made by	Don MacMillan	Seconded	Bob Bartis
Vote	Unanimous		

6.

Motion	To enter Public session at 7:26 pm.		
Made by	Amy Kellner	Seconded	Karen Knight
Vote	Unanimous		

7. Staffing – The Trustees discussed the need to hire temporary help because of the Youth Librarian’s resignation and the Director’s leave of absence.

Youth Librarian Position - Stephanie Stack performed an analysis of the youth librarian position in towns with a similar population to inform discussion on the role. Less than 50% of these towns have a full-time Youth Librarian. The Trustees discussed whether the Youth Librarian should be a full-time employee, but determined to start the search using the present 30/hour week model.

Motion	To post 2 temporary positions (1 Assistant Librarian and 1 Circulation Assistant) of 4-6 months with full-time possibility and the YA Librarian Position at 30 hours/ week.		
Made by	Stephanie Stack	Seconded	Bob Bartis
Vote	Unanimous		

8. Tanya Griffin will post the positions, applications will be accepted through January 10, 2015 and the Trustees will reach out to their contacts as well. The Trustees will manage the interview process for all positions.
9. The Trustees discussed the importance of a strategic plan and identifying areas of efficiencies to optimize employee workload. Stephanie Stack noted that she has reached out to a consultant and is waiting to hear back.
10. The Trustees discussed 2015 priorities for the library and the importance of continuing with operations as seamlessly as possible during the staffing transitions. The Trustees recognized the contributions of the Tanya Griffin, the Acting Director.

Motion	To conduct Tanya Griffin’s review, establish 2015 goals and communicate \$1/hour raise.		
Made by	Karen Knight	Seconded	Amy Kellner
Vote	Unanimous		

11. Meeting adjourned at 8:20 pm.

Respectfully submitted,
 Amy Kellner
 Acting Secretary