

TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday,
February 16, 2022 at 5:00 pm

Chair Eula Kozma called the meeting to order at 5:04 pm.

Present: Eula Kozma (Chair 2024), Nancy Mahar (2022), Marianne McEnrue (2023), Kim Bonin (2022) and Sherry Williams (2024)

Via phone audio: Sara Scheuch (2024) Steve Solomon (2023)

Absent: none

Director Crystal Schimpf was in attendance as well as minute taker Linda Jackman.

MEETING MINUTES

A MOTION TO APPROVE the minutes of the January 16, 2022 meeting for the Tracy Memorial Library Board of Trustees was made by Nancy Mahar and Kim Bonin **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

ACCEPTANCE OF DONATIONS – no donations this month

COMMITTEE MEETINGS & REPORTS

Director's Report – Director Crystal Schimpf emailed her report to trustees ahead of the meeting and asked for comments. (Report was emailed and is attached)

- Saw increase of online resources
- In the process of interviewing for circulation assistant, 1 part time and 2 subs
- Need to fill short term youth services assistant
- Have been updating the password/security process for online resources
- Great things happening with the youth services programs

Restoration of Library Services (COVID-19 Pandemic Response)

- Numbers of Covid cases are down, continue to track
- Staff has remained healthy for the most part
- Continue requirement of masks
- Back to regular hours
- Public meeting room use has returned
- Second floor unavailable

Open Discussion

- Eula stated that we should be mindful of the burden it adds to the meeting when board members join the meeting remotely. It isn't easy to join via a laptop as it requires set up and personnel to do that. It is OK to take an absence. Crystal stated that, under the current law, we are required to have a quorum attend the meeting in person in order to conduct business. There is a bill being put forward at the State Legislature to address these issues.

OLD BUSINESS – FY2023 Budget

- No updates, no questions were asked (for the library) at the public hearing
- Next step is for the budget to go to the town meeting for voters to vote on.
- For clarification: only 2 things go to the town: Capital reserve and Town appropriation

NEW BUSINESS – FY2023 Wage Increases (COLA + Step)

Part 1 – Personnel Budget sheet

- Crystal requesting 7% (4.5% COLA + 2.5% Step)
- This same increase has been approved by the Town's Board of Selectmen. The library typically follows the Town, at minimum.
- Historically the trustees have been asked to approve employee raises and COLA.
- All employees get COLA, and the Step portion is contingent on positive performance reviews and pro-rated for partial year employees.
- COLA/Step increase will take effect in July
- Inflation is higher this year and when we look to our neighboring towns there are many jobs out there that are paying more than what the library is paying for entry level positions.
- Projected impacts to the budget are minimal. Eula stated that the overall increase would be \$1482.72 which would be absorbed in the budget.
- Marianne asked when the vacancies would be filled, Crystal replied that the new/future employees pay is already calculated in the budget and that they will be filled as soon as possible.

A MOTION TO APPROVE this change reflecting 4.5 COLA increase plus a 2.5 Step increase was made by Sherry Williams, and Kim Bonin **SECONDED** the motion. The motion passed **UNANIMOUSLY**.

Part 2 – Pay grade charts/structure sheets

- Pay grades were initially set in 2016-2017 during the wage study. The pay grade scale has not been adjusted since 2020.
- The pay grade chart lists out all of the grades used by the library. Crystal worked on the chart adding the COLA. In the past few years the COLA was applied to staff wages just this chart was not updated. Looking to approve the proposed pay grade structure based on the 4.5% COLA, but does not include the step increases.
- Marianne asked if you include the 2.5 step increase does that get added to all the fees listed in 2023. Or is 2.5 the merit increase amount that is calculated? Crystal explained: Step increase is not the same as merit increase, based on time served and performance. Merit increase tends to not include COLA. The reason for that pay grade structure not including the step is that eventually someone could will the top of their paygrade. If we were to include Step increase in addition to COLA in the pay grade structure, it would allow for greater increases in employees pay over time.

A MOTION TO APPROVE the updated paygrade chart FY2023 was made by Marianne McEnrue and Sherry Williams **SECONDED** the motion. The motion passed **UNANIMOUSLY**.

Part 3 – Job Title sheet

- Crystal stated that she is not reinventing the wheel, just trying to improve and understand from the past. These charts are the pay grade levels from 2016-2017. This chart pulls in the pay grade from the chart that was just approved.
- Crystal is making a request for the Assistant Director to advance one pay grade effective next pay period.

- Marianne asked for an explanation of the pay grade structure for 2022 and 2023. She stated another line is needed on the chart. Crystal stated she tried to simplify the chart.

A MOTION TO APPROVE to move the Assistant Director to pay grade 18 effective immediately, was made by Marianne McEnrue, and Nancy Mahar **SECONDED** the motion. The motion passed **UNANIMOUSLY**.

A MOTION TO APPROVE to move the pay grade assignments reflected in the chart for FY2023 was made by Marianne McEnrue, and Nancy Mahar **SECONDED** the motion. The motion passed **UNANIMOUSLY**.

NEW BUSINESS - ALA Code of Ethics & Library Bill of Rights

Sherry Williams presented the following:

- 7 policies in the Bill of Rights that are needed to be adopted to the policy manual.
- 9 policies in the Code of Ethics that are needed to be adopted to the policy manual

A MOTION WAS MADE to adopt the changes from the ALA Bill of Rights and Code of Ethics as part of the Tracy Library policy manual. The motion was made by Sherry Williams, and Nancy Mahar **SECONDED**. The motion passed **UNANIMOUSLY**.

ANNOUNCEMENTS:

Chair Eula stated that there are three candidates running for Trustees, they will not be participating in the candidate forum that is being run by the League of Women voters. There are candidate statements at the library and on the library website.

UPCOMING MEETING dates:

- Annual Town Meeting – Wednesday March 9, 7:00PM @ Kearsarge Learning Center
- Library Board of Trustees – Wednesday, April 20, 5PM

A MOTION TO ADJOURN the meeting was made by Marianne McEnrue, and Nancy Mahar **SECONDED** the motion. The meeting adjourned at 6:15 pm. There was no discussion and the motion passed **UNANIMOUSLY**.

Respectfully submitted,
Linda Jackman
Recording Secretary