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Minutes of Special Meeting

The Bethel Public Library Board of Directors
Thursday, October 23, 2008
7:00 PM
CJH Municipal Center---Meeting Room "A"

Present: Terri Rotella, Lorraine Go, Gary Passineau, Connie Booth, Eileen Freebairn,
Linda Curtis, Leslie Mason, Lynn Rosato, Library Director

Absent: Shani Burke-Specht, Bob Crnic, Geraldine Mills, Richard Merritt, Jane Shannon

Call to Order: Connie Booth called the Special Meeting to order at 7:00PM.
Pledge of allegiance was led by Connie Booth.

Connie Booth, Vice Chair, in her opening statement, reiterates the purpose of this meeting—to finalize and complete the annual review of Library Director Lynn Rosato. She also states that Ms. Rosato is highly regarded in the community and within her profession.

Ms. Rosato reviewed with those present the scores received from board members in the Performance Evaluation. She states that she has discussed at length with board chair Shani Burke-Specht the input received from board members on the evaluation forms. Ms. Rosato specifically addressed the reviews with the lowest scores given by three board members, which contained numerous comments of concern. Ms. Rosato notes for the record that this process has taken nearly six months and has caused considerable stress

for her. She further states that past evaluations took no more than two months to complete.

The Board then reviewed the "Goals for Remainder 2008-2009". Board members denied having had any input into the presented "Expectations for Library Director 7/28/08 through 12/31/08". Gary Passineau requests for the record to include the remark he recalls being made by First Selectman Robert Burke on December 18, 2007 that the Library Director is the finest employee this town has. Also recalled from May 8, 2008 board meeting were remarks from board member Geraldine Mills recognizing Ms. Rosato for her "outstanding accomplishments and directorship of the Bethel Public Library and her wealth of knowledge pertaining to the library field."

Much discussion took place concerning the "Weekly Report" form and to-do list required of the director by the board chair. Leslie Mason made reference to page 30 of the *CT Public Library Trustees Handbook* outlining basic trustee duties that library boards: "respect the role of the library director. To attain the best library service, the director must be allowed to manage the library without inappropriate board interference. Board members should scrupulously stay out of micromanaging the library." It was the consensus of the board that completing a weekly report form is micro-managing, counterproductive and outside the role of the Library Board. It was recognized that through the monthly Director's reports and many meetings held throughout the month that information and concerns related to the library are shared with the board in a timely fashion. Therefore the board agreed that this requirement is not necessary.

Priorities were reviewed with changes made and/or deleted. Vice-Chair Connie Booth will prepare the final document, outlining the goals for the director for the remainder of the FY 2009, which will be distributed to the board.

Terri Rotella excused self at 7:55PM and returned at 8:00 PM.

Linda Curtis made a motion, which was seconded by Gary Passineau to approve the Goals and Priorities for remainder of fiscal year 2008-2009 as revised and to be included in the final Performance Review summary which will be placed in the Director's personnel file. Vote, all in favor, motion unanimously approved.

Terri Rotella made a motion, which was seconded by Eileen Freebairn that the Director's Final Evaluation will consist of the Performance Review Summary, the Goals and Priorities as outlined and approved at this meeting and the Director's Self Evaluation all of which will be included in the Directors personnel file. Vote, all in favor, motion unanimously approved.

Eileen Freebairn made a motion, seconded by Leslie Mason that as the Library Director will be meeting regularly with the Board Chair to discuss and plan library concerns/services therefore the Library Board moves to abolish the completion by the director any weekly report or to do list. Vote, all in favor, motion unanimously approved.

Leslie Mason made a motion, which was seconded by Linda Curtis to adjourn the meeting at 9:16PM. Vote, all in favor, motion unanimously approved.

Respectfully submitted,

Leslie Mason
Leslie Mason, Secretary