

BETHEL PUBLIC LIBRARY

BOARD OF DIRECTORS

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TOWN OF BETHEL
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MINUTES OF SPECIAL MEETING PERSONNEL COMMITTEE

Thursday November 19th 2009

Bethel Public Library – 2nd floor and first floor lobby

Present: Chairman Daniel Gaita, Geraldine Mills, Doratheia Gulya-Stasny, Linda Curtis, and Library Chair Shani Burke-Specht
Library Director, Lynn Rosato

Absent: None

(1) Call to order

Chairman Gaita called the meeting to order at 7:22 pm.

(2) Approval of Minutes

- a. **Motion** by G. Mills, Seconded by L. Curtis to accept minutes of July 17th 2009 meeting. Vote all in favor, motion unanimously approved.
- b. **Motion** by G. Mills, Seconded by Linda Curtis to accept minutes of November 9th 2009 meeting, Vote all in favor, motion unanimously approved with the following amendments in **Bold Underlined Italics**:
 - i. Section (2) a: *Chairman Gaita opened to discuss statistical review and data analysis of LBOD completed Director Evaluations. To date, all LBOD have completed and handed in evaluation forms for review. D. Stasny stated she did not feel comfortable discussing the results of the evaluation without LBOD **Chair S. Burke-Specht** present.*
 - ii. Section (2) b,ii: *Motion by G. Mills to end recess at 8:09pm Seconded by L. Curtis. Vote all in favor, motion unanimously approved. D. Stasny made recommendation that future evaluations have a start and end date **period covered from Sept 1st through August 30th**. G. Mills recommended that all contracts and leases with a period greater than one year be voted on, approved by the LBOD **and forwarded to town council for approval***
 - iii. Section (2) c,iii: *Motion by G. Mills, seconded by L. Curtis to go into executive session at 8:45pm, Vote in favor, D. Gaita, G. Mills, and L. Curtis, Abstained by D. Stasny, motion carried. **Director Lynn Rosato***

was not present for a small (5minute) portion of executive session

(3) Library Director Evaluation Review

- a. Chairman Gaita opened to discuss draft copy of final 2009 Library Director Evaluation Report.
 - i. LBOD Chair S. Burke-Specht discussed setting measurable goals and objectives for FY 2010-2011 as well as establishing new programs that would be eligible for new state and or federal grant monies.
 - ii. Discussion on priorities for FY 2010-2011 with top priorities being the continued focus on developing a technology and long term plan as well as continued efforts in generating funds required to complete the library.
 - iii. D. Gaita expressed concern over excessive duties and burden of increased workload on both the library director and library staff while recommending that 2010-2011 be a year to refocus on the specific job description of the Library Director. Gaita noted the sacrifices the director and staff have made in taking a pay freeze while also voicing concerns over its impact on overall workplace morale.
- b. **Motion** by G. Mills, seconded by L, Curtis to recess meeting at 8:00pm. Vote all in favor, motion unanimously approved.
- c. **Motion** by G. Mills, seconded by L, Curtis to come out of recess at 8:06pm. Vote all in favor, motion unanimously approved.
- d. **Motion** by G. Mills, seconded D. Gulya-Stasny. Vote all in favor, motion unanimously approved to incorporate Library Directors suggested goals for next year into the overall 2009 Director Evaluation Goals and Objectives as follows:
 - i. Primary Objective – Estimated Deadline March 31st 2009, to create, in coordination with LBOD's, a Technology Laboratory Program Plan.
 - ii. Complete remaining centennial activities:
 1. Survey 4&5
 2. Library Card Sign Up Month
 3. Community Read
 - iii. Continued assistance in renovation of first & second floors of 2005 addition and restoration of Seelye House.
 - iv. Continued assistance in fund raising efforts needed to proceed with construction.
 - v. Continued participation with Policy Committee to review and revise as necessary the Library's long range and technology plan to include implementation of services, where feasible, from feedback obtained in survey data.
 - vi. Continue to serve on Bibliomation Board of Directors and participate in system migration throughout term ending in June.

e. Motion by L. Curtis, seconded by G. Mills to accept the 2009 Library Director Evaluation Report for presentation and acceptance by the LBOD's at its next meeting. Vote all in favor, motion unanimously approved

(4) Personnel consideration for FY 2010-2011 budget

- a. D. Gaita discussed severity of national and local economic situation. Specifically referring to escalating unemployment rates and freezes in COLA for those on social security, disability and/or fixed incomes. Gaita stated for the record that *"as long as our tax payers are suffering the burden of the economic collapse, I will not agree to or support any increase in spending that results in an increase cost to our tax payers."* D. Gaita stated he would stand in support of the protection of employee's jobs and job security, but would not support pay raises if it impacted the tax payer or increased the cost of the library budget.
- b. Director L. Rosato discussed several options that would provide some wage relief/increases for the staff with an estimated increase on the salary line of \$3,000. Committee members agreed that if the funds could be located on other lines and transferred into salaries without impacting the library operations and services or the overall bottom line to the tax payer it could be feasible and discussed further with the Finance Committee.
- c. **Motion** – with remorse due to economic situation by G. Mills, Seconded by L. Curtis to maintain salary line unchanged as submitted by the LBOD for FY 2009-2010. Vote, in favor G. Mills, L. Curtis, D. Gaita. Abstained, D. Gulya-Stasny. Motion passed.
- d. **Motion** – by Linda Curtis, seconded by G. Mills to accept 2010-2011 "Draft 1 Salary Range Proposal" to be presented to LBOD. Vote all in favor, motion unanimously approved.

(5) Next Meeting Date – None Scheduled.

(6) Motion by Chairman L. Curtis, seconded by G, Mills to adjourn meeting at 9:10pm. Vote all in favor, motion unanimously approved.

Respectfully Submitted,

Daniel Rosario Gaita,
Chairman, Personnel Committee