

Whiting Library Minutes
Special Meeting
July 19, 2022, at 6pm

In Attendance: Trustees Donna McNeill-Hudkins, Jesse Bailey, Bill Dakin, Matthew Gorsky, Lora Cokolat, John Garison, and Sam Comstock.

Call To Order: Donna (Chair) opened the meeting at 6:04

Additions To The Agenda: None.

Review and Approve Director Job Description: Bill made a **motion for the Director duties to include communicating with the Board on a monthly basis of upcoming activities and events;** seconded by Matt. This generated discussion. John and Sam were concerned this implied Board approval or permission was required for the Director to do programming. Bill indicated the intent was not approval, but simply good communications. Lora noted the current description includes long-range planning in conjunction with the Board. Further discussion on allowing time for promotion, addressing any security concerns, allowing notice for Trustee participation in the events. John reiterated his concerns and noted to be careful about not alienating potential Director candidates. The vote was called, with Bill, Sam, Matt, Lora, and Donna in favor, and John and Jesse abstained. Jesse noted concerns about the job description becoming too specific. **The motion passed.**

Technology Report: John obtained more detail from the past Director on the Library's IT management. There are regular, routine practices to protect patron privacy by re-imaging hard disks with software specific for that. There is room for improvement, with some hardware is too old for the operating system to be updated, and a general "mish-mash" of practices, including some computers being manually re-imaged due to their operating system age relative to the version of re-imaging software. There was also concern about providing robust anti-virus protection for patrons. There are several I pads for browsing the Internet, with some close to 10yrs old.

Lora noted there is nothing in the budget specific to information technology. She also noted the Library catalog in ILS is accessed on a computer running Windows 8.

Bill made a **motion to form a Technology Committee that includes Trustees but also community members who are IT professionals.** Seconded by Matt. Unanimous approval. John, Jesse, and Matt volunteered to serve on the committee.

Update from Chair: Donna opened a discussion on the Library's non-profit status with respect to not being a 501c3 entity, particularly with respect to dealing with others such as PayPal that require non-501c3's to supply an individual's SSN. Noted the Library has the Town EIN for some purposes. Bill noted we needed to discuss with the Town what our relationship and authority is, and that the Town is a charitable entity of some sort. John indicated the lack of 501c3 might hinder access to benefits like low-cost access to MicroSoft Office. Lora noted there are other options for accepting payments, such as "Smart Pay", which is integrated with the ILS for easy late-fee payments.

Donna noted 2 applications for the Director posting from Indeed, and she had provided someone an application for the substitute librarian position. Bill noted the need to be consistent when doing interviews, and for the committee to develop a protocol ahead of conducting the interviews. It was

also questioned who is responsible for unemployment or worker's compensation given our relationship to the Town.

Public Comment: None was given.

A **motion to adjourn** made at 7:28pm. Motion by Bill, second by Sam.