

Whiting Library Personnel Committee Meeting

Minutes

April 21, 2022, at 10 AM

Held Whiting Library Community Room and via Zoom

In attendance: Robert Nied, Ed Grossman, Kathy Poston and Donna McNeill-Hudkins, Kathy Poston

The meeting was called to order at 10:02 AM

There were no additions to the agenda.

Donna made a motion to go into executive session at 10:06 AM to discuss employee evaluations and compensation [as permitted under 1 V.S.A. § 313(a)(1)(A) for contracts, and 1 V.S.A. § 313(a)(1)(B) for labor relations agreements with employees.], seconded by Kathy, all in favor.

Donna made a motion to come out of Executive Session at 10:32 AM.

Ed made a motion to make the following recommendation to the full Board of Trustees, seconded by Kathy, all in favor:

To continue providing the current Health Care Stipend for the Director and Youth Services Librarian, as detailed in the approved budget, for 2022, with the added requirement that the recipients of the Stipend submit proof that the stipend is being used specifically to defray health insurance expenses, and to increase the salaries of the Director, Youth Services Librarian, and the Assistant Librarian by 4%, retroactive to January 1, 2022, while noting that part of that increase was based on merit.

A discussion took place about the need to update the Personnel Policy to include language detailing the terms and conditions related to the Stipend. Robert and Ed will produce a draft policy update which will be reviewed and approved by the entire board.

A discussion took place concerning the need to clarify and update the template used for evaluating the performance of the Director. Robert will produce a draft update of the evaluation form, which is more narrative in nature and less numerical.

A discussion took place on the necessity and schedule for review and updating of all library policies.

There were no members of the public present, either in person or on Zoom.

Donna made a motion to Adjourn, seconded by Kathy, all in favor. The meeting was adjourned at 11:28 AM.