

BOARD OF LIBRARY TRUSTEES MEETING OF AUGUST 13, 2009

A meeting of the Board of Library Trustees was held at Southworth Library on August 13, 2009. Ms. Aisenberg called the meeting to order at 5:07 p.m. Mr. Pereira was absent. Mr. Couto was absent.

BOARD MEMBERS

Kathryn Murphy Aisenberg, Chairman	Lorraine Carey
Rachel Charrier, Vice Chairman	Andrew Couto
Chuck Bichsel	Paul Pereira

STAFF

Dolores J. Tansey, Interim Director	Audrey Quail, Administrative Clerk
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Approval of Minutes. A motion was made by Mr. Couto and seconded by Mr. Bichsel to approve the minutes of the meeting of August 6, 2009, as amended: Changing Mr. Bichsel's name to Chuck, and striking in the second paragraph under Director Search Committee update "that Ms. Aisenberg had requested."

Ms. Aisenberg reported that the clerk was present to take the minutes at the request of Ms. Tansey, who felt it was important to have notes available to improve efficiency between meetings. There was some discussion as to whether the minutes should be submitted to Ms. Carey for her review before distribution to the entire board, but it was subsequently agreed that this portion of Ms. Carey's duties as Secretary to the Board will be suspended.

Labor Day Holiday. A motion was made by Mr. Charrier, seconded by Ms. Carey, and unanimously voted that the libraries will be closed on Monday, September 7, 2009, for the legal holiday.

Meeting Date. It was agreed by consensus that the regular schedule for meetings of the Board of Library Trustees will return to the second Tuesday of the month at 5:00 p.m.

Review of Director Job Description. Ms. Aisenberg noted that the model the Committee had used for the job description was actually Uxbridge, and not Fairview as previously reported. She further noted that a review of the 20 job descriptions the Committee was using as resource material all included a section for physical requirements.

Upon motion made by Mr. Bichsel, seconded by Mr. Pereira, and unanimously voted, the following was added as the final section of the job description:

Physical and Mental Requirements:

The physical demands described here as "essential" are representative of those that must be met by an employee to successfully perform the basic functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions:

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Essential:

Requires the ability to move, sit, talk or hear; to operate objects, tools or controls; and to reach and grasp.

Possesses the ability to read both print and electronic text.

Upon motion made by Mr. Bichsel, seconded by Ms. Charrier, and unanimously voted, the following was added to essential physical and mental requirements: Participates in meetings, some out of town.

Non-Essential:

May require the ability to climb or balance, stoop, kneel or crouch; and to lift or move up to 25 pounds.

The "summary" section has been revised to include attributes for the position as well as the person. A motion was made by Mr. Bichsel, seconded by Ms. Charrier, and unanimously voted to approve the updated summary section.

Under Duties and Responsibilities, Planning and Policy Making: The leading verb in the first bullet was changed to "collaborates" and the leading verb in the second bullet was changed to "advises."

Under Communication, Public Relations: In the second bullet, "to redirect" was changed to "redirects." In the fifth bullet, "liaison to the Trustees" was changed to "the Dartmouth Public Libraries' liaison."

Under Personnel Management: In the third bullet, "relevant to public library administration" was changed to "for all personnel." The last two bullets dealing with community outreach and representation of the library were moved to the end of the previous section. "Plans and conducts regularly-scheduled staff meetings" became the second bullet under this section.

Under Skills, third bullet, change "present" to "presents."

A motion was made by Ms. Carey, seconded by Mr. Pereira, and unanimously voted to approve the revised job description as described above.

Targets and Goals are not part of the job description, but today's discussion produced the first two: participates in at least one outside community group; prepares annual self evaluation.

A motion was made by Mr. Pereira, seconded by Ms. Carey, and unanimously voted to approve the job posting as proposed. The contact information will be revised to include a link for the applicant to view the complete job description.

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Ms. Aisenberg said that the posting will be sent electronically to Simmons, URI, and various library consortia throughout the state and along the Atlantic corridor. Ms. Aisenberg will speak to Mr. Iacaponi to see if there are funds available to pay for the expenses for advertising in the Boston Globe and the Providence Journal, since the Director Search Committee did not have an expense budget as did the Executive Administrator Search Committee. Mr. Bichsel suggested the Phoenix, and Ms. Charrier said she would send Ms. Aisenberg a link to Massachusetts municipal job listings.

It was agreed that the deadline for applications for the position should be two months hence.

The remainder of the meeting was dedicated to the discussion of an incident on the afternoon of August 12, 2009, which required a police response.

The next meeting will be held on Tuesday, September 8, 2009, at 5:00 p.m.

Today's meeting was adjourned at 7:30 p.m.

Respectfully submitted,
Audrey Quail
Administrative Clerk