

Peterborough Town Library Trustee
Meeting Minutes
February 4, 2011 – DRAFT

Present: Library Trustees Randy Brown, Diane Burnet, Karen Peterson, David L. Simpson Jr., David Weir; Library Director Michael Price; Assistant Library Director Linda Kepner; Town Administrator Pam Brenner.

The purpose of this special meeting was to discuss and decide upon the Library's weather closing policy and the impact of that policy on how Library employees would be paid.

Regarding compensation for weather related absences, Michael P stated that Library employees do not have a problem following Town personnel policy, which would mean that if an employee doesn't come to work if the Library is open, the employee must take a sick/vacation/bonus day, if available.

David W said there was concurrence among those Trustees at last week's (January 27) meeting that there should be consistent pay policy for Library and Town employees, given that we have adopted the Town's personnel policy via the Memorandum of Understanding (MOU). The Trustees would like to maintain cooperative and positive relationships with the Town.

Randy B stated that in the past 25 months since he's been a Trustee the Library has closed only four times. Thus what appears to be an issue now, with recent bad weather, in fact has had very little impact, and does not represent ongoing abuse of any policies.

David S asked if, in the soon to be released updated Town Personnel Handbook, it could be made clear that the Library is a separate entity from the Town. Pam B and Linda K said this was covered in the introduction which explains that the Library Director replaces Town Administrator and Library Trustees replace Board of Selectmen with regard to the Library. Pam did point out that under the MOU the Trustees have adopted the Town personnel policies.

David S made a motion that the Trustees adopt the following weather closure policy for the Library, seconded by Karen P for the sake of discussion:

In inclement weather, if Town offices are open, the Library is open; if Town offices are closed, the Library is closed. We follow the Town policy/decision on whether the Town closes because of weather. Per Town personnel policy (and as already voted on by the Trustees at the January 27 Trustee meeting), if a Library employee elects not to come to work because of weather and wishes to be paid for his/her scheduled hours, he/she must take benefit time if available (i.e. sick, vacation, bonus or floating holiday time, at the employee's choice). In case of inclement weather, scheduled staff should contact the Library Director before 8:00 a.m. to indicate whether or not they will be coming to work.

David S suggested that if the Town were to decide to close its offices because of weather, they might choose to pay their employees, and Trustees would likely follow suit.

All Trustees, with the exception of Randy B who abstained, voted in favor of this Library weather closure policy, which goes into effect as of today.

David S then made the following motion, seconded by Randy B:

For safety and security concerns, Trustees will uphold the Library policy to keep doors locked, unless two employees are in the building. In lieu of a second employee, a Library Trustee, Friends board member, or Town employee may substitute in that second place.

Michael Price explained the procedure in case of bad weather. The first employee to arrive at the Library should begin to call around, from the list at the circulation desk, to make sure a second person will be coming in. Calls may be made to employees not scheduled to work that day, to see if they can come in, with the understanding they have no obligation to do so.

Regarding employees who choose not to come in because of bad weather, the Library Director has the discretion to allow employees to make up those lost hours within thirty days.

The Trustees voted unanimously on this motion to uphold the safety policy that the Library doors cannot be unlocked until at least two people are in place.

David Weir left the meeting at 4:10 p.m.

Michael will confer with his staff and draft a suggested Saturday and evening closure policy (Town offices are not open on weekends or evenings) to present to the Trustees at next meeting.

On another topic, Pam Brenner asked the Trustees to consider a change in custodial arrangements for the Library. The Town will not be replacing a recently retired custodial employee with a full time position. She made the suggestion that the Town could transfer an amount of funds (perhaps 20 hours per week) from the Town payroll budget to the Library payroll budget – neutral effect on overall Town budget, however will increase Library budget, while decreasing Town maintenance budget. Trustees are in favor of this in hopes it will allow more control over cleaning of the Library. More to come on this from Pam and for discussion at our next meeting.

Randy Brown reminded us that a January 11th weather two-hour delayed opening requires a letter from Trustees to authorize payment to several employees. This falls under the previous procedure, given we've just today voted in the new weather policy. He will draft a letter for signature by three Trustees to be sent to the Finance department early next week.

Trustees voted (Karen abstained, not having seen materials) to give Randy and Michael the discretion to respond to the Auditors' Management Letter on behalf of the Trustees.

MP has hired an outside contractor to shovel off the Library's flat roof before the snow gets even worse, at an estimated cost of \$400-600. The Town can't do it given the magnitude of other shoveling/clearing around town.

The meeting was adjourned at 4:30 p.m. Next Trustees regular business meeting is on Thursday, February 24th at 3:00 p.m.