

**WEST BRANCH DISTRICT LIBRARY  
BOARD OF DIRECTORS MEETING  
December 16, 2014**

Announced and posted rescheduling of January, 2015 meeting to be held today.

Members present: Lou W., Andrew S., Kathy S., Roberta B., Karen M., Sheldon J., Lesli K., Terry B.

Absent: Sue S., Bill J.

Called to order by Lou at 6:30 p.m.

Request for an addition to agenda: Lou wanted to add some concerns regarding the American Legion and Andrew added staff resignation. Karen motioned to accept changes to the agenda, Terry seconded. All in favor, motion passed

**Minutes of last meeting:** Will be addressed at February, 2015 meeting.

**Treasurers Report:** Will be addressed at February, 2015 meeting.

**Public Comment:** None

**Librarians Report:** Andrew reports that there were about 600 people who attended the Art and Wine Walk, good turnout and all went well. The Silent Auction netted \$590- a little less than last year but there were less goods to auction.

As agenda change noted: There was a staff change. A letter of resignation was received from part time employee and the decision was made to not replace this position at this time. It is a little slower this time of year and current staff will fill in any gaps. We will await Emily's return to decide further. A Christmas potluck is being planned for staff.

**Old Business:** None to be addressed

**New Business:** As noted in the Librarians Report an employee submitted her resignation from a part time position. Andrew and the personnel committee members discussed with the board some employee issues that occurred and the submission of the resignation. Sheldon moved to accept Linda's resignation and approve the recommendations of the personnel committee to make the resignation effective 12-11-14. Terry seconded. All in favor. Motion carried.

The board discussed the options from Emily's request to adjust her time off due to family issues. Andrew contacted our library lawyer to get an opinion. What we are looking at is perfectly legal but we need to review and adjust the job description and/or contract to reflect any changes, and this needs to be done prior to her return. Board discussed the lawyers' recommendations and advice, the board also discussed in length Emily's request versus our library's needs- both employees and patrons. It was again mentioned that we as a board already agreed to the reduction in hours until the end of February. Sheldon voiced concern about what will be considered after February? Karen added her concerns also. Andrew stated again that he is fine with the added duties at this time and felt that he and staff enjoy the relationship they have with the director so they are willing to continue until she can come back fulltime. Lesli is going to handle any job description changes to the contract and will have it ready for review and prior to Emily's return. The board asked Andrew to step out of the meeting and proceeded to discuss, at length, his duties and expectations, with direct concern regarding his authority on issues when acting in Emily's absence. Karen motioned to make Andrew assistant director, Sheldon seconded. All in favor, motion carried. Karen then motioned to continue paying Andrew the extra \$250.00 per pay until Emily returns on January 5, 2015. As of January 5<sup>th</sup>, 2015 he will assume an increase in salary- from \$15.69 to \$17.69 per hour as assistant director. Sheldon seconded and all in favor. Motion carried.

Sheldon was asked by Lou that he heard the American Legion is having trouble finding a place to have meetings and store their equipment? Sheldon states that they have a meeting place, but the storage for their large size and assortment of equipment is a problem. He admitted the commander is currently working on this. The board was dismayed that such an important organization is having trouble finding assistance- the library would be happy to look into letting them have a meeting place but storage is an issue here also. Sheldon will keep us updated.

Meeting adjourned at 8:05 p.m. by Lou.

Next meeting February 2, 2015

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Kathy Shirey, secretary