

RFPL Board of Trustees Meeting Minutes

28 June 2016

6:17pm

Top Floor Meeting Room

Trustees Present: John Bohannon (chair), Leslie Lassetter, Martha Rowley, Doreen Aldrich, Ray Massucco, Heidi Lauricella

Trustees Absent: Carol Blackwood, Gary Fox

Library Personnel Present: Celina Houlne (director)

Members of Public Present: none

1. **Call to Order:** 6:17
2. **Additions to Agenda:** none
3. **Public Comment:** none
4. **Approval of Minutes:**
 - A motion was made to accept the June 14, 2016 minutes as written. The motion was seconded. The motion was unanimously approved.
 - A motion was made to accept the May 24, 2016 minutes as written. The motion was seconded. The following change was proposed and accepted - "Gary Fox's name should be added under trustee present at the meeting." A vote of five affirmative and one abstaining carried the motion to accept the minutes with the noted change.
5. **Director's Report (submitted in writing):** Celina reviewed highlights
 - The library did not receive the EBSCO grant
 - The fiscal books will be closed and ready for review at the July meeting
6. **Personnel Committee Report:** Report by the Personnel Committee
 - The committee is working to combine the three documents contract, job description and director's responsibilities in personnel policy into one document.
 - The committee is moving toward making a recommendation to align the director's grade level and pay with that of comparable positions in town.
 - The committee is working on revising the director evaluation process
 - The semi-annual review of the director has been completed. A copy has been placed in the director's personnel file.
7. **Other Business:** Treasurer Martha Rowley announced she will not be available to sign the warrants next week. Trustees Leslie L. and Doreen A. volunteered to sign the warrants in her absence.
8. **Executive Session:**
 - The motion was made "I move to find that premature general public knowledge of the situation concerning a pending legal action involving the RFPL board will clearly place the board at a substantial disadvantage by disclosing its current statue". This motion was seconded and passed with a unanimous vote.

- The motion was made “ I move that the board enter into executive session to discuss a legal action where premature general public knowledge would clearly place the RFPL at a substantial disadvantage and that the director be invited to attend. This motion was seconded and passed with a unanimous vote.
 - Board entered executive session
 - Board came out of executive session
9. **Review and Approval of Warrants:** Completed
10. **Review Action Items and Proposed Agenda Items for Next Meeting**
- Personnel Committee will have a update on the items presented during this meeting (see #6)
 - Strategic Planning Committee will report on their work
11. **Next Meeting:** July 26, 2016 at 6:15pm
12. **Adjourn:** 6:58

Respectfully Submitted
Heidi Lauricella
Substitute Secretary