

HASTON LIBRARY TRUSTEES MINUTES  
November 3, 2016

The meeting was called to order by Chairwoman Sue Clark at 6:03. Present were trustees Bryant Reynolds, Carole Richard, Nancy Jewett, Deb Grennon, Linda Hartman, and Nancy Magnant. Also present were library director, Kathleen Engstrom, and assistant librarian, Linda Childs.

The agenda was amended and a discussion of the library director's administrative hours was added under Other Business.

Bryant moved that the librarian's report be accepted. Linda seconded the motion. A pie chart showing the circulation of materials found favor with the trustees. The librarian's report was accepted.

Bryant moved to accept the financial report; Nancy Jewett seconded. Discussion centered on the costs of videos, audio books, and periodicals. It was questioned whether or not we are spending too much in those areas. The financial report was approved.

Bryant moved to accept the minutes and Linda seconded the motion. Following up on the last meeting was a discussion of statistical reporting. Sue presented a chart comparing Franklin's library statistics to those of three other Franklin County towns. The minutes were accepted.

Correspondence:

The Hoe-Down raised \$164.44.

AWE computer had 11.4 uses per week in the last fiscal year.

To answer the question of a potential library donor the library will respond with a copy of our gifting policy.

Old Business:

A 2016 Job Description for the Haston Library Director and an Evaluation Criteria sheet are in place for the current evaluation. Those serving on the evaluation committee are Sue, Linda, and Deb. Trustees are asked to get their evaluations to one of the committee members by November 15<sup>th</sup> when the committee plans to meet.

The budget committee is working on a new budget which will be presented at the December 1<sup>st</sup> meeting. Changes in the budget committee are as follows: Deb and Sue have been replaced by Bryant and Linda. The committee will meet on November 21<sup>st</sup> at 8am.

New Business:

Bryant made a motion that the library be closed on December 24<sup>th</sup>. Deb seconded. Bryant withdrew the motion. Bryant made a motion the library be closed on December 24<sup>th</sup>, 2016. Deb seconded. Bryant withdrew the second motion. Nancy J. made the motion that Kathleen take a personal day on the 24<sup>th</sup> and the library will be closed. Bryant seconded. Motion passed.

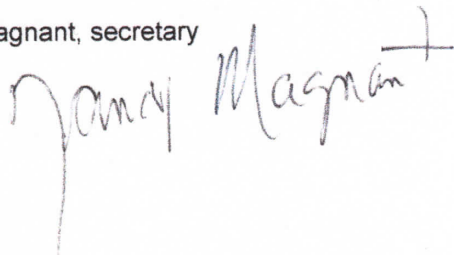
Other Business:

The auditors have requested a clarification of the library director's administrative hours. This question will be addressed in another meeting.

Bryant made a motion to adjourn. Deb seconded the motion. The meeting adjourned at 7:35.

Respectfully submitted,

Nancy Magnant, secretary



## **Evaluation Criteria**

### **Job skills/knowledge/quality of work accountability:**

Keep abreast of current developments and available resources  
Select, purchase, and cull library materials to develop the collection per library policy  
Initiate and execute programs appropriate to library use  
Know and apply rules regulations and policies  
Grasp and master new assignments  
Maintain professional quality standards  
Establish priorities and delegate appropriately  
Use time efficiently for volume and quality of work

### **Attitude, Interest, Service, and dependability**

Provide a friendly, welcoming atmosphere  
Accept supervision, display commitment and initiative  
Set goals and participate in continued professional development

### **Leadership**

Contribute professional knowledge and insight to the Franklin Community to support library goals and strategic plan  
Demonstrate problem-solving and management skills  
Actively participate in policy development, planning and budgeting

### **Communication skills/Public relations skills**

Communicate with Trustees, coworkers, and patrons as appropriate  
Communicate written and verbal reports concerning current developments  
Regularly attend scheduled meetings of the Board of Trustees and appropriate community planning meetings.

Revised October 6, 2016

*Magnant*

## Draft 2016 Job Description of the Haston Library Director

### **Job Title: Library Director**

The Library Director is responsible for the daily operation and administration of the library in accordance to the needs of the community and for the implementation of the policies and bylaws adopted by the Board of Trustees within the approved budget. The Library Director is hired by the Board of Trustees, and will be given a yearly evaluation by the Board.

### **Essential Job components and responsibilities:**

- Manage day to day operations of the library
- Develop and maintain the collection and materials
- Assure implementation of services, technology and programs
- Collaborate with local community organizations, VT DOL, FLARE, and Green Mountain Library Consortium
- Prepare and implement budget
- Provide supervision, instruction and training for Trustees, employees and volunteers
- Contribute to the goals and future vision of the library
- Collect statistics to establish information for effective improvements

### **Minimum knowledge, skills and qualifications:**

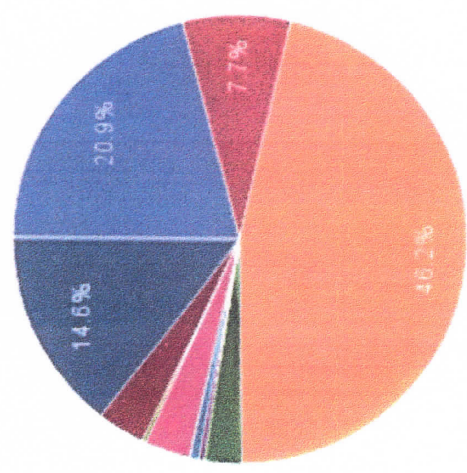
- Minimum high school diploma
- Broad general background including library experience
- Vermont Library Certificate or working toward certification
- Computer Literacy.

Revised October 27, 2016



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- Adult Fiction
- Adult Non-fiction
- Juvenile Fiction
- Juvenile Non-fiction
- Periodicals
- Passes
- Young Adult Fiction
- Young Adult Non-Fiction
- Audio
- DVD



Circulation by Shelving Location 7/1/2015 to 6/30/2016

5/20/20

Library	Population	Hrs/Week	FTE	Vol Hrs	Salaries	Tax/PC	Total Expense
Franklin	1,424	26	0.81	24	25,089	\$ 27.45	39,086
Montgomery	1,195	32	0.5	22	19,617	\$ 31.40	37,520
Bakersfield	1,351	25	0.63	4	18,668	\$ 24.27	32,793
Sheldon	2,230	21	0.83	0	24,433	\$ 13.33	29,720
	<b>Local Tax</b>	<b>Other Income</b>	<b>Total</b>	<b>PC Tax</b>	<b>Grants</b>		
Franklin	40,300	5,676	45,976	\$ 28.30	1,505		
Montgomery	14,996	13,760	28,756	\$ 12.55	2,665		
Bakersfield	25,763	4,328	30,091	\$ 19.07	150		
Sheldon	36,930	1,150	38,080	\$ 16.56	1,100		
	<b>Salaries</b>	<b>Benefits</b>	<b>Total</b>	<b>Coll Exp</b>	<b>Other Exp</b>	<b>Total Exp</b>	<b>PC Total Exp</b>
Franklin	25,089	1,959	27,048	5,534	6,504	39,086	\$ 27.45
Montgomery	0	0	19,617	5,469	12,434	37,520	\$ 31.40
Bakersfield	18,668	1,428	20,096	4,227	8,470	32,793	\$ 24.27
Sheldon	0	0	24,433	5,287	0	29,720	\$ 13.33
	<b>Collection Exp</b>	<b>PC Coll Exp</b>	<b>Adult Books</b>	<b>Juv Books</b>	<b>Holdings</b>	<b>PC/Vols</b>	
Franklin	\$ 5,534.00	3.89			8,467	5.95	
Montgomery	\$ 5,469.00	4.58	5,400	2,300	7,700	6.44	
Bakersfield	\$ 4,427.00	3.13	4,062	3,911	7,973	5.90	
Sheldon	\$ 5,287.00	2.37	3,263	2,495	5,758	2.58	
	<b>Pub Computer</b>	<b>Programs</b>	<b>Circulation</b>	<b>Reg Borrow</b>	<b>Visits</b>		
Franklin	9.00	112	7,055	869	4,524		
Montgomery	2.00	144	8,300	821	7,020		
Bakersfield	6.00	26	2,928	761	2,808		
Sheldon	2.00	24	4,791	309	2,444		