

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes: November 30, 2021

ATTENDING: William Chenard (Pembroke Town Manager) Mary Beth Courtright, Larissa Curley, Sean Fitzpatrick, Jill Taylor, and Carol Watches (Chairperson). There is currently one vacancy on the Board.

Carol Watches, Chairperson, called the meeting to order at 7:08 P.M.

LIBRARY DIRECTOR APPOINTMENT: Review of the letter of employment and employment agreement documents drafted by Bill Chenard, Town Manager.

Discussion on whether the Trustees should contract the incumbent Director for 37.5 weekly working hours or for 40 weekly working hours. Many of our library employees work a 37.5-hour work week, but the majority of other town employees currently work - or are in the process of converting to working - a 40-hour work week.

The Director's initial contract should end on June 30, 2024, at the close of the fiscal year. An early January, 2022 start date for the incumbent Director will result in a term of about 2.5 years, rather than a full 3-year term.

Discussion to determine a relevant salary range for the incumbent Director, using a wage and salary comparison to libraries structured and staffed similarly to ours on the South Shore and in the Commonwealth as a whole, taking into account town budgetary factors. Our library is somewhat larger in terms of population and activity than the library the prospective new Director will be coming from, so her salary should reflect that.

Jill made a motion to offer Marcie Walsh-O'Connor the position of Library Director at an annual salary range starting between \$78,500 and \$80,250, consisting of a 40-hour work week and commencing on January 2, 2022. Larissa seconded and it was unanimously voted.

Larissa made a motion to appoint Jill Taylor and Sean Fitzpatrick as the official negotiating team representing the Trustees. Mary Beth seconded and it was so voted.

The offer of employment should include the successful completion of a SORI check under terms and conditions, in addition to the successful completion of a CORI (the SORI was omitted in the draft).

Jill will e-mail the agreed-upon offer of employment to Marcie tomorrow, December 1st.

Bill exited the meeting at 8:00 P.M.

MINUTES OF PAST MEETING: The minutes of the November meeting were not reviewed; they will be read and approved at the December 15th meeting.

OLD BUSINESS: None to report.

NEW BUSINESS: Trustees reviewed a draft evaluation guideline for the Library Director, which will be used as a reference for future annual performance reviews of the Director.

Carol suggested the Trustees table the discussion of guideline revisions to the December 15th meeting.

The next meeting of the Board of Trustees will be held on Wednesday, December 15, 2021 at 7:00 P.M.

Jill moved to adjourn the meeting, Sean seconded, and it was so voted. The meeting was adjourned at 8:18 P.M.

Respectfully submitted,

Jillian Taylor
Secretary