

**HILL PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Minutes of the meeting  
July 10, 2018**

The July 12 meeting of the Hill Library Board of Trustees was called to order by Chairman Kathy Kelly at 2:30. In attendance were Kathy Kelly, Chair, Sandy Boyce, Treasurer, and Lucy Natkiel, Secretary.

**REPORTS**

The Secretary's minutes of the last meeting were presented. Sandy moved to accept them as presented. The motion was seconded by Kathy, and the motion passed.

The Treasurers report was presented. It was moved by Kathy and seconded by Lucy that the report be accepted as presented. The motion carried.

The Library Director, Lynn Christopher was not present but had previously submitted her report for the months of May and June. It was noted that general activities were a bit down, but that was not surprising due to the end of the school year. In addition, the summer programs had not yet begun.

It was moved by Kathy and seconded by Sandy that the report be accepted as written. The motion carried.

**OLD BUSINESS**

**Library Director's job description and performance review –**

Lucy brought and distributed the New Hampshire Library Trustees Association's general job description and performance review documents for Library Directors. It quickly became apparent that we will need to take time to review these documents and compare the information to that outlined in Hill's existing Library Director's Job Description and the town's general Employee Performance Evaluation.

It was decided that we would individually review all of the materials prior to a closed door meeting on September 4 to create a draft job description and performance evaluation tailored to the needs of the Hill Public Library. The draft produced will then be discussed and finalized at the regularly scheduled September 12 meeting. Given time constraints, we decided to concentrate on getting the job description settled first off.

It was also decided that the Director shall be evaluated this year on the basis of the existing job description.

### **Vacation and personal time arrangements for Director-**

Refer to Hill Public Library Personnel Policy as revised November 29, 2016. Though the Personnel Policy describes situations in which the Director may take time off, it does not make reference to how days off should be scheduled (except in the case of Vacations. Vacations needs to be scheduled 3 months in advance, and need to be approved by the Board of Trustees in a regular meeting.)

Kathy moved and Sandy seconded the following Policy change concerning the scheduling of Personal Days:

Personal Days Off shall be requested in writing by the Director at least 3 days in advance, and must be approved by the Board of Directors. If this is not possible and a Personal Day is needed sooner, the request for time off needs to be communicated in writing to one of the three Trustees. That Trustee will then be responsible for informing the other Trustees and the Town Offices, and will be responsible for posting that the Library is closed and all programs for that day are canceled.

The other Personnel Policies concerning Time Off remain as written.

The motion passed.

### **Fill-in when the director is away –**

Lucy moved that when the Library Director is absent, the Library will be closed, and all programs will be canceled. There will be no fill-in staff. Kathy seconded the motion. It was adopted.

### **Library of Congress Surplus Books –**

38 surplus children's books have arrived from the Library of Congress. We are now on the Library's regular rotation, and we can expect to receive books monthly.

### **Cleaning lights by town –**

This has happened. We still need to ask the Selectmen to have an additional power out-let connected in the meeting area.

**Moving book shelves and installing the new bulletin board – Done.** In addition, Sandy has repainted the magazine racks.

## **NEW BUSINESS**

### **Possible up-grade of Library's furniture and pictures –**

Sandy brought up the idea that when the CD comes due in March of 2019, we might want to use some of that money to purchase two or more comfortable reading chairs. We then discussed different options and arrangements. Between now and then, we should check out options and ideas. This will be taken up as an agenda item as we get closer to March.

**Magazine Subscriptions –**

Lynn Christopher compiled a list of popular magazines that we might want to consider subscribing to. Sandy added another list that included a number of children's magazines to consider. We all agreed that select magazines would be a welcome addition to the Library.

As yet, we do not know costs involved. When we have that information we can further decide on a course of action. This may involve fund raising by the Friends of the Library.

The meeting was adjourned at 4:00.

The next meeting of the Board will be September 12 at 2:30.