

MEETING OF LIBRARY BOARD OF DIRECTORS
SALEM FREE PUBLIC LIBRARY
Tuesday, March 8, 2022 at 7:00 PM

CALL TO ORDER at 7:00 PM by Mary Cikatz, Secretary, filling for Diane Robillard, Chair

- **Present:** Vicky Coffin, Julie Stoken, Dee Doolittle, Alan Benkert, Maureen Collins, Mary Cikatz
- **Guests:** Bart Drennen, Carl Nawroki

Meeting took place via Zoom

ADDITIONS TO AGENDA: Discussion regarding job titles descriptions

COMMENTS/CORRESPONDENCE:

GENERAL PROCEEDINGS:

- **MINUTES** OF February 2022 meeting minutes were reviewed. Motion to approve by Alan Benkert, 2nd by Dee Doolittle – Approved 5/0
- **FINANCIAL REPORT:** Dee Doolittle presented the report to the board. Motion to approve Alan Benkert, 2nd by Maureen – Approved 5/0
- **LIBRARIAN’S REPORT:** Vicky Coffin sent out a report via email and shared the report during the meeting. Motion to approve by Alan Benkert, 2nd by Dee Doolittle – Approved 6/0

Library News included:

- Budget was approved by the BOF without changes.
- ARPA funds to repurpose the old library
- Displays for Women’s History Month
- Winter Reading for Teens and Adults program
- No more ARPA items to deal with

Building issues:

- Ceiling fans and smoke detectors replaced
- Faulty communicator replaced, possible can light to be replaced
- Waiting for a quote on the heating solution for the supply closet
- Generator installation update

Need to discuss the following at upcoming meetings:

- A few more to update; library personnel job titles and descriptions
- Discussion of CLA Compensation Benchmarks
- Fine-Free initiative at the library

• **FRIENDS OF THE LIBRARY REPORT:**

Carl Nawroki, board to make out cards for the library staff appreciation cards. Also spoke about the old library repurpose.

Book donations picking up

OLD BUSINESS:

FOIA meeting discussion, just organizing emails should be enough. There didn't seem to be a need for a separate email address.

NEW BUSINESS:

Job titles and descriptions as well as pay discussion by Vicky Coffin.

Wants her staff to be brought up to Region 6 averages of pay.

Would also like to update job titles and descriptions to fit the positions filled.

During the review of the two job descriptions completed; Julie Stoken objected to the wording of a particular duty located under General Statement of Duties, on both descriptions.

The wording in question, specifically marked in red:

Ability to work effectively with associates and the public in a courteous manner, **embracing an environment that promotes, equity, diversity, and inclusion.**

It was felt that the first part of the duty adequately covered the position description's requirement of courtesy.

It was decided to wait on voting for the two job descriptions in order to wait on Diane returning and the other descriptions being finished.

Carl asked a question regarding minimum wage and adjusting positions to be compliant.

Motion to adjourn by Alan Benkert, 2nd by Julie Stoken

ADJOURNMENT: 7:51 PM.

Respectfully submitted by,

Julie Stoken, filling in for:

Mary Cikatz
Secretary

NEXT MEETING: TUESDAY, April 12, 2022 at 7:00 PM