Bancroft Memorial Library

Meeting of the Board of Library Trustees

May 17, 2021

Present: Robyn York, Director, Frederick Oldfield III, Chair, Nancy Verdolino, Christine Seaver

The Board accepted the resignation of Library Director, Robyn York effective on May 21, 2021. The Board wishes her well in her next endeavour.

Minutes from April 15, 2021 and May 6, 2021 were read and approved.

MBLC sent out an email regarding a focus group for hiring a Library Director.

Restructure of Board:  The Board welcomed its newest member Christine Seaver. Katherine Wright did not run again for the position.

Nancy Verdolino was voted to become the Chair, Frederick Oldfield III, Secretary.

Transition:  Robyn York will speak to Library Assistant Jean Hill regarding taking over the bills/invoices/payroll in the interim while we search for the next director.

Project manager for the roof is Mary Bulso.

List serve for Library Director position. Robyn will make staff access to the email: [Hopedalelibrary@cwmars.org](mailto:Hopedalelibrary@cwmars.org) once her email is closed. Robyn will give her password to the Board. Her account on CWMARS will remain for 30 days.

Discussion on Director position and pay.  We will figure out the pay range before posting the position.

Discussion on the parking spots at the medical building next to the library.  15 parking spots. Town expects the library budget to pay for these spots.  The amount is $3600 that would come out of FY22.  The agreement was made with the Town and Town Administrator Steve Sette at the time.  The Board will send a letter to the Selectmen stating we did not enter into this contract nor did we approve it for the budget.  The library will decline to be responsible for past bills and also decline responsibility and acceptance in the future as this agreement was made by the Town.  Vote and accepted to send a letter.

Issue at hand is the unpaid bill for the parking spots.  FY21 costs could be taken out of the budget.  Nancy will follow up with Town Hall.   
Robyn read Town Administrator, Diana Schindlers response regarding the parking spots.

Discussion on the upcoming budget.  1.8% of the salary line is a cost of living raise.  Instead of staff getting 3% raise they will get the 1.8% and the rest goes to Parking spots if need be.

Five weeks of the Library Director salary is left in the budget.  We will use some of this to compensate the staff for the extra duties.

Emergency chain of command.  Chris Seaver will be contacted first, then Fred if necessary.

Nancy will attend a Staff meeting at the Library on May 19, 2021 @ 12:00 p.m.  She will discuss with them what the protocols will be while there is no director.

Staff emergency: If there is only one staff member available the library closes.

Bills and payroll will be taken care of by Jean Hill and she will receive 4 extra hours a week. Katie Sheehan will also need 4 more hours a week.

Bill Fisher,Board of Health states it is okay to reopen. We will resume regular hours on June 1, 2021.

Question raised: Do we follow town Board of Health or Governor recommendations?

Anna Martin, student at Hopedale High School, would like to take pictures, promote programs, and help with programs. This falls under our Social Media Policy.  She would create an account but Jean Hill puts it on the website and oversees it.  Voted and accepted.

Statue of Hope will stay covered until the roof work is completed.  Bob Erbetta will be contacted by [Robyn York](mailto:ryork@cwmars.org) to come out and uncover the statue the first week of July.

Capital Plan: $25000- repair $8000 and the rest would be used for a scaffolding company.

Motion made and accepted to adjourn the meeting at 5:54 p.m.

Respectfully submitted,

Frederick Oldfield III,

Secretary