

## MINUTES

### CHILMARK FREE PUBLIC LIBRARY TRUSTEES' MEETING OCTOBER 13, 2021

Present: Trustees Candy Shweder (Chair), Janet Weidner and Jane Kaplan; Library Director Ebba Hierta.

Meeting called to order at 10:00 a.m. via Zoom.

Minutes: The minutes of the September 14, 2021 Board of Trustees' Meeting were moved, seconded and unanimously approved as submitted.

Director's report: Data on program attendance was not available. Circulation continues to be down both in Chilmark and across the Island. E-book circulation is up a little from 2020.

Caroline Drogin has joined the Library staff as Assistant Director/Youth Services Librarian.

Susan Murphy will take over as President of the Board of the Friends of the Chilmark Free Public Library.

Nancy Aronie will step down as President, but will remain on the Board. Jane Rabe has joined the Board. The Friends will not hold the holiday party this year, but they might hold a smaller December book sale to free up space for circulation materials if it is safe to do so. The Library has not been accepting materials donations during Covid.

All Island libraries plan to continue indoor mask mandates while gradually easing other pandemic protocols. The mask mandate will be reviewed again in January.

Old business: The public will not be allowed in the Library during School visits. A schedule for the visits needs to be created.

New business: Caroline Drogin is a former Library circulation assistant, then working with a BA in literature. She left that position to obtain her Masters' Degree in Library Science. She has also worked on the Island at the Montessori School, and the West Tisbury and Oak Bluffs Libraries. She grew up spending summers on the Island in West Tisbury. The Trustees moved, seconded and unanimously voted to appoint Caroline Drogin as Assistant Director/Youth Services Librarian.

The School has a down syndrome child who has difficulty breathing and therefore cannot wear a mask and will not wear a shield. The child is tested each week and will have a rapid test before coming to the Library for visits, which have not been taking place yet. There are some big classes this year which, with aides, total 20 people, which does not allow for social distancing. Those large classes will be split. Visits to the Library will only be for obtaining materials, to reduce the time spent in the Library. Classes on library use will be conducted in the classrooms. Scheduling needs to be worked out and will not take place on Fridays due to other commitments.

A revised job description for the Adult Programming position was considered. Since the job was originally created, the position has grown to include more skills and duties. Thus, the job description needs to be updated and then brought to the Human Resources Board, followed by the Board of Selectmen in order to determine what pay grade the position will have. Only then can we bring a proposal to Town Meeting to fund the new position. Caroline is at step one, and the Library has funds to cover her position. The person who is presently arranging programming is working more of a job than her compensation provides. She is working 32 hours. Since the Adult Programmer is also circulation staff, the new position could provide for 35 hours and include more circulation duties, or the position could continue at 32 hours and circulation staff hours could be increased instead. As part of the

circulation staff, the Adult Programmer can be used as backup when other circulation staff are at lunch or otherwise absent, or when a large load of books arrive, or to assist with children's programming upon request. In the summer months, the Adult Programmer also acts as second in command. A motion to approve the language of the proposed revised job description for the Adult Programming position and to instruct the Library Director to seek approval of the language by the Human Resources Board and the Board of Selectmen was moved, seconded and unanimously approved.

The next meeting was scheduled for November 18, 2021 at 11:00 a.m. The Meeting was adjourned at 10:36.

Documents:

Agenda For Trustees' Meeting, Wednesday, October 13, 2021, 10 a.m.

Mintes from Trustees' Meeting, September 14, 2021.

FY 2022 Budget to Actual financial report

Library Director's Report to the Trustees - October 13, 2021

Draft job description for Adult Programming and Public Relations position.