

Williamson County Public Library
Board of Trustees Leadership Committee Meeting Minutes

Tuesday, February 23, 2021 – 10:00 a.m.

Trustees Present: Mike Seitz, Delois Bratton, JeNan Merrill
Others in Attendance: Dolores Greenwald, Director

Mike Seitz, chair, called the meeting to order at 10:07 a.m. The meeting was held in the administrative conference room.

I. Budget

The operations portion of the budget proposal was approved at the last board meeting, so discussion began with the capital requests in the 2021-22 budget. One request is for carpeting in the fiction section, which includes renting equipment for lifting the shelving to install carpet beneath the shelves. There was also discussion about the wording of the request for a study to be done to maximize space in the Franklin library so that gathering spaces can be provided for patron use.

The director stated that she is waiting on information from HR about filling the College Grove positions. The trustees agreed that an unfilled part time position or money elsewhere in the budget should be used for the part time help at College Grove. The trustees also felt that the board would consider asking for the College Grove manager position to be upgraded with increased compensation.

The systems librarian position that has been requested is in need of further review. The board realizes that the work of a systems librarian needs to be done – and has been needed for quite some time. However, there are already two positions with job descriptions that list those responsibilities.

The board does not want the volunteer coordinator position to be changed to a systems librarian position. A list of suggested work for a volunteer coordinator, to spark ideas as to how a volunteer coordinator can and should be used, was given to the director.

The trustees told the director that if a different plan for funding the systems librarian position were to be proposed, the board would have a called meeting to consider it.

The trustees also had questions about the Envisionware program that will be employed. There was concern that there is not enough staff knowledge or planned training for proper use, and the trustees hope this does not become another concerning situation similar to the implementation and use of the Koha ILS system. New ideas are encouraged, but a foundation must be laid in order for systems to work properly.

Mr. Seitz asked the director whether part-time staff were paid for days that the library was closed due to inclement weather or because of the HVAC installation. The director responded it depends. County closures are different from library-decided closures. There are also differences in full time and part time employee expectations. Written guidelines would be helpful.

The issue of staff working from home was also discussed. Currently some staff in the administrative office and tech services department continue to work from home. These departments are not public-facing areas. Some employees in the reference department are also still working from home. Ms. Merrill stated that staff should now all be working in the building rather than from home.

II. Objectives

There was extended discussion of the director's objectives and whether or not progress had been reported. The director had questions about the expectations. The trustees felt that the board was having to provide too many reminders about reporting. After the meeting, Ms. Bratton outlined the expectations for areas in question, and that document is attached to these minutes.

Adjournment

The meeting adjourned at 12:20 pm. The Trustees remained for a few minutes to discuss the Buffalo River Regional Library organization and the state's future plans to discontinue that board.

The next Leadership Committee meeting is planned for Wednesday, March 10 at 9:30 am at the Franklin library.

JeNan Merrill, board secretary, took these minutes.

JeNan Merrill

Clarification of Objectives Expectations

The two objectives with committee board representation are the Strategic Plan and the Staff/Organization. Additional committees were formed by the Director.

Note: Involving staff in planning and implementation is a positive.

Questions at the Leadership Team meeting focused on objective numbers 3, 4, & 6.

3. **Staff/Organization** - Meet with an appointed committee of board members to review the staff and organizational structure of the main library and all of the branches. Review staff assignments, job descriptions.
 - Organizational Review --involves *board/staff committee* (date to be determined) This could involve the review of staff assignments, job descriptions.
 - Branches --Review staff, hours circulation, program info, and present report to the board. Include needs, changes.
Director responsibility. November 2020
 - Develop an evaluation plan for staff, and a written grievance procedure for employees. Communicate plan and procedures to staff (January 15, 2021)
Director responsibility with input from managers if needed.

Annual staff evaluations are listed in the Tennessee Library Standards. An evaluation form should give the employee feedback on how his/her supervisor views the quality of work, areas for improvement, and goals.

4. **Policy/Procedures Manual** (May 2021 update complete)
 - Review, determine sections to be updated, and present to board for approval. February, 2021.

List of sections to be updated was due at the February meeting.

6. **Mayor's Challenge** -- Time frame (status of implementation – past, current, future) was discussed. Questions?

With respect to board meeting time. Communication of objective status to the Board. *Director Responsibility*

- Suggest a written summary of status of objectives due (what has been completed, plan for completion, etc.) and submit to board prior to board meeting. Please give more information than “the committee is working on it”.
- Board meeting – Director asks for questions, comments.

This procedure should be informative for the board, and yet respectful of board meeting time.

The timeline does not have anything "due" for March. The suggestion was made at the Leadership Team meeting that all previous "incompletes" could be addressed in March.