



## **Ayer Library Board Open Session Meeting Minutes: December 9, 2021**

*Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, MGL Chapter 30A, Section 18 and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Ayer Library Board of Trustees is being conducted by remote participation. Every effort has been made to ensure that the public can adequately access the proceedings as provided in the Order. Broadcast and recorded by APAC.*

Sharon Slarsky, president, presiding. Meeting called to order at 6:01pm  
Trustees present: Becky Campaner, Debra Faust-Clancy, Robert Gardner, Susan Kennedy – treasurer, Cyndi Lavin – secretary, Sharon Slarsky – president  
Also present: Tim Silva – Library Director, Samantha Benoit – Asst. Library Director, Cindy Knox – Ayer IT Director

### **Agenda Items: Call to Order**

**Review and approval of agenda:** No changes made

**Motion:** A motion was made by Cyndi Lavin and seconded by Bob Gardner to approve the meeting agenda as posted.

**Motion passed by roll call vote 6-0-0**

**Announcements:** None

**Public comment:** None

**Approval of Meeting Minutes:** No changes made

**Motion:** A motion was made by Becky Campaner and seconded by Bob Gardner to approve the meeting minutes from November 15, 2021.

**Motion passed by roll call vote 6-0-0**

**Agenda Item:** Director's contract for FY2022-2024

**Motion:** A motion was made by Cyndi Lavin and seconded by Bob Gardner to accept the Director's contract as written by Debra Faust-Clancy, Sharon Slarsky, and Bob Gardner, and signed by the sub-committee and Director Tim Silva.

**Motion passed by roll call vote 6-0-0**

**Agenda Item:** Discussion on the FY2023 Operating Budget

A discussion on a new compensation policy for the staff had to be postponed because Tim has not been able to get all the information needed.

When the Library asks the Town for more money for wages, the materials budget automatically rises too, to maintain the 19% level. Bob Gardner reported that Town Manager Robert Pontbriand requested level-funded budgets. Tim needs to talk further with Robert and Town Accountant Lisa Gabree to find out if 5.1% is a non-

starter. Sue Kennedy doesn't want it to look like we're ignoring the Town request. Tim feels that Robert is more positive about it than written notices would indicate. He feels that the Library needs to ask. Other departments have had similar increases when new union contracts come out. Capital projects, like the ceiling, will be funded separately, by a Town Reserve Fund transfer, and will not appear in the Operating Budget. Tim does not feel that Robert will take it badly if the Board votes to ask for the extra money for increased salaries. Becky Campaner asked what Tim would do if the Library got less than 5.1%. Tim replied that he would start with the lowest paid staff and wherever the biggest gaps are. Debra Faust-Clancy wanted to know if Tim had taken anyone with him to the Financial Committee. In the past yes, but not this year.

Sue asked if any of the unfilled positions could remain that way in order to free up some additional money for raises. Tim replied that it was possible, and that money could be juggled in order to give more hours to lower paid staff. Becky Campaner asked if there were just not enough applicants, or if the ones applying were unqualified. Tim said both, and that it's particularly problematic in the Children's Room where two staff members have left.

**Motion:** A motion was made by Cyndi Lavin and seconded by Becky Campaner to support Tim Silva's proposed budget as written, to be presented to the Town.

**Motion passed by roll call vote 5-0-1**

Debra Faust-Clancy abstaining

### **Agenda Item: New Business**

Library Staff Annual Agreement: revision is badly needed. It was written to appear to be between the Staff and the Library Board, rather than between the Staff and the Library, acting through the Director. There is also a materials selection policy paragraph (Article 7) which does not belong in the contract. Tim is also hoping to revise the job descriptions in the near future, and Samantha Benoit requested that the 1 month notice by staff be lowered to the more typical 2 weeks notice. This was tabled until a follow-up meeting. Debra Faust-Clancy asked about Article 8d; it was decided that it must be kept in case of a Staff-Director disagreement that was appealed.

Sue Kennedy asked about complaints, either by the staff or by patrons. Tim said that would not be discussed in an open meeting, but he doesn't know all that might be between staff and HR at the Town Hall. If anything serious arose, it would be dealt with in executive session, but he is unaware of any formal complaints.

**Motion:** A motion was made by Becky Campaner and seconded by Debra Faust-Clancy to accept the language change that Tim Silva outlined.

**Motion passed by roll call vote 6-0-0**

### **Agenda Item: Reports (attached)**

**Treasurer:** Sue Kennedy reported that there has been no activity other than interest

on the accounts. Town Treasurer Barbara Tierney is doing a great job of keeping Sue informed on the CDs that are coming due and reinvesting them.

**Motion:** A motion was made by Bob Gardner and seconded by Becky Campaner to approve the Treasurer's report.

**Motion passed by roll call vote 6-0-0**

**Director:** No report sent out

**Building:** There are brand new LED lights throughout all of the Library. It was funded by the Green Communities Grant through the State. Work was overseen by Facilities Director Chuck Shultz. The innards of almost all the fixtures were replaced so the original lights could be kept, with the exception of the wall sconces. The light is much better now, especially in dark areas like the hallways, and it will save money to run them.

**Staff:** Christina Boudreau has been hired to the Town Hall as the new Assistant Town Clerk.

**Other projects:** Samantha Benoit reported that the Library will be applying for a CPC grant that will pay to get all the microfilm of Town newspapers digitized. Tim reported that Barbara, Samantha, and Heidi are working on getting an events calendar module and a museum pass module for the Library website. They should be operational in early 2022.

**Additional questions:** Debra Faust-Clancy wanted to know if the Library can require vaccination for new staff hires. Tim will need to find out from the Town Hall, and possibly from Town Counsel. Debra also wanted to know if there was a way to obtain photos from the glass negatives that the Library purchased. Samantha said yes, that the Library has the equipment necessary, and does make photos on request.

**Next meeting:** ??

**Adjournment:**

**Motion:** A motion was made by Cyndi Lavin and seconded by Becky Campaner to adjourn meeting at 7:22pm.

**Motion passed by roll call vote 6-0-0**

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