


**Ayer Library Board Open Session Meeting Minutes: February 9, 2023**

Location: Ayer Library 26 East Main Street, Ayer, MA MA 01432

  
6/27/23

Trustees present: Sharon Slarsky, president, Maggie Durand, Robert Gardner, Susan Kennedy – treasurer, Deb Pedrazzi,

Participating by phone: Debra Faust-Clancy

Also present: Luke Kirkland, Director and Kathleen Cachel, of the Friends of the Ayer Library

**Call to Order 6:07**

**Approval of Agenda:**

Maggie Durand moved to approve the agenda as posted; Sue Kennedy 2nd.  
Motion approved unanimously.

**Approval of Meeting Minute:**

Maggie Durand moved to approve the meeting minutes from January 12, 2023; Robert Gardner 2nd.  
Motion approved unanimously.

**Treasurer's Report:**

Treasurer Sue Kennedy reported a beginning balance for all accounts held by the board of \$147,997.29, \$23.80 interest received and an ending balance of \$148,024.41.  
Maggie Durand moved to approve the Treasurer's Report; Robert Gardner 2nd.  
Motion approved unanimously.

**Invoice Report:**

Maggie Durand moved to approve the Invoice Report; Robert Gardner 2nd.  
Motion approved unanimously.

**Director's Report:**

Luke Kirkland, Director presented the Board of Trustees with his Director's Report and discussed highlights:

The library closed Feb 7 for a heating issue, which has been repaired. The heating system in the staff break room has not been repaired.

Luke Kirkland, Director attended a 1st Amendment Training at Town Hall.

Heidi Flynn has been promoted to Librarian 1 - Adult Services, Becca Kranz has been promoted to Librarian 1 - Youth Services and Raye has been promoted to Library Assistant - Youth Services.

New programs including Snow Bears have been added. Becca Kranz is leading Wee Read & Play. Raye launched a new Dungeons and Dragons Club. They are very successful.

The library will close early for Trans and Gender Diverse Inclusion for Libraries training.

The Friends of the Ayer Library have purchased several new passes to offer patrons: Museum of Russian Icons, Harvard Museum of Natural History and Peabody Museum, Isabella Stewart Gardner Museum and Fitchburg Art Museum.

Maggie Durand moved to approve the Director's Report; Robert Gardner 2nd.  
Motion approved unanimously.

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**Strategic Plan Update:**

Luke Kirkland, Director reported staffs continuing efforts to move forward on goals and objectives listed in Strategic Plan.

Sue Kennedy mentioned that the former Director had written and included Goal 1, Objective 1.3 "Form a subcommittee of the Board of Trustees to meet with the Town Manager and develop a plan to build a better relationship" and then after acceptance of the Strategic Plan announced that he had changed his mind and found this Objective unnecessary. The Board of Trustees will consider this at the March Meeting.

Maggie Durand moved to approve the Strategic Plan Update; Robert Gardner 2nd.  
Motion approved unanimously.

**Circulation Policy Adjustment**

Following January's meeting Librarian Heidi Flynn discovered an error in the Circulation Policy. Maggie Durand moved to add wording "three weeks and renewed once", Robert Gardner 2nd.  
Motion approved unanimously.

**Communications Protocol Proposal**

Luke Kirkland proposed separating the Communications Protocol into two documents as Dispute and Mediation require a different protocol than regular communications.

Maggie Durand moved to have separate Communications Protocol and Dispute and Mediation Protocol, Robert Gardner 2nd.  
Motion approved unanimously.

**Three Month Review Discussion.**

Deb Pedrazzi reported the subcommittee met with Robert Pontibrand, Town Manager, who believes the manner of the evaluation does not meet legal requirements. Robert Pontibrand will be invited to the March meeting to discuss further and offer a proposal.

**Director Contract Revision**

The contract with the new Director, Luke Kirkland contained discrepancies in the pay scale. Luke offered 4 possible solutions in detail, recommending Option 4.

After discussion the Board settled on Option 4.

Maggie Durand moved to replace the paragraph,

"The Director shall be paid bi-weekly at the annual salary of \$89,542, Grade 13, Step 6 on the FY23 Library Pay Scale. The Director will receive an annual step increase based on a favorable annual performance review.", with

"The Director shall be paid bi-weekly at the annual salary of \$89,542 **for the first year, but effectively classified as a Grade 11, Step 2** on the FY23 Library Compensation Grid. The Director will receive an annual step increase based on a favorable annual performance review."

Deb Pedrazzi 2nd.

Protocol, Robert Gardner 2nd.

Motion approved unanimously.

**Shed Discussion**

Luke Kirkland, Director reported that the shed purchased in 2020 for an estimated price of \$4,596 is no longer necessary for library operations. Removal was discussed and members will reach out to Ayer organizations who may wish to take the shed away.

**Meeting Adjourned: 7:20**

Minutes recorded and submitted by Sue Kennedy