

11/9/23

## **Ayer Library Board Open Session Meeting Minutes: June 8, 2023**

Sharon Slarsky, president, presiding. Meeting called to order at 6:05pm  
Trustees present: Becky Campaner – vice president, Maggie Durand, Susan Kennedy – treasurer, Cyndi Lavin – secretary, Sharon Slarsky – president, Robert Gardner  
Trustees absent: Rebecca Myers, Andrew Wilson  
Also present: Luke Kirkland – Director, Liz Nonis + Members of the Friends of the Ayer Library, Robert Pontbriand – Town Manager, candidates for open Trustee seat

### **Agenda Item: Call to Order**

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

**Motion:** A motion was made by Maggie Durand and seconded by Becky Campaner to accept the agenda. Vote: unanimous

**Approval of Meeting Minutes:** Becky pointed out an incorrect date

**Motion:** A motion was made by Becky Campaner and seconded by Bob Gardner to approve the meeting minutes from May 11, with the change made to the date. Vote: unanimous

### **Agenda Item: Public Comment**

None

### **Agenda Items: Reports**

**Treasurer's Report:** Treasurer Sue Kennedy reported that the funds balance began at \$148,140.417, gained \$33.30 in interest, with the end of month balance being \$148,175.29.

**Motion:** A motion was made by Maggie Durand and seconded by Becky Campaner to approve the Treasurer's report. Vote: unanimous

**Invoice Report:** Director Luke Kirkland pointed out that window cleaning, digitization, carpet cleaning, and new furniture were all included.

**Motion:** A motion was made by Becky Campaner and seconded by Cyndi Lavin to approve the Invoice report. Vote: unanimous

**Director's Report:** Luke shared the highlights

The shed has been moved from the porch, down to the pad where the dumpster used to sit.

The Library has done some redecorating to make the main entrance seating area more usable.

The MLA Conference, May 8 and 9, was a great experience for Luke, Raye, and Becca. They found it energizing, and it sparked ideas for reaching underserved populations.

Marco was hired and quit the next week. Sara Gomes has now been hired part time, and Isaiah Donovan will start next week. The Admin position and a Librarian 1 position are still unfilled.

There will be 4 Pride events during the month of June.

Since the Trustees are unable to request the HVAC funds to replenish their funds from the Town, Luke asked if the unused salary money could go to the HVAC, and the Trustee money would be replenished that way. Robert Pontbriand agreed.

Coming up on the end of the fiscal year, because of being short-staffed, vacation time will roll over for a few extra months, in order to allow it to not be lost. This will only affect 2 people for a few days each.

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

### **Agenda Item: Strategic Plan Update**

Two responsibilities of the Trustee Board were discussed. Sue Kennedy will head up drafting a process for seeking new Board members and Rebecca Myers will head up drafting a process for onboarding new members.

### **Agenda Item: Old Business**

Becky pointed out that the changes requested by the Trustees to the Personnel and Operational Management Plan MOU with the Town at the May meeting had not been made. This will be corrected.

Trustee Appointment: Maggie Durand appointed to permanent seat

**Motion:** A motion was made by Cyndi Lavin and seconded by Becky Campaner to appoint Maggie Durand to the open permanent seat. Vote: 5-0-1, Maggie Durand abstaining

New Trustee Appointment: 3 applicants, along with 1 later entry came to the meeting to answer any additional questions. Brenda Richard, Meghan Geary, Christopher Pataky, and Obadiah Brown were all present. Sue Kennedy spoke in favor of Brenda because of her fundraising experience. It was agreed that all 4 were very strong candidates, and they were all thanked for their interest and asked to consider continuing to help, either through committee work, or through the Friends of the Ayer Library until a time when another seat opened up. Sue pointed out that non-Trustees can sit on sub-committees appointed by the Trustees. It was reiterated that whomever was appointed would have to run for the seat next Spring, 2024.

**Motion:** A motion was made by Sue Kennedy and seconded by Becky Campaner to appoint Brenda Richard to the open seat. Vote: 5-0-1, Maggie Durand abstaining

Director Evaluation Tool: Rebecca, Andrew, and Luke worked on a performance description based tool. Sue presented it to the Board. It was felt to be very balanced and helpful, especially to Luke, who really likes to set concrete goals.



**Motion:** A motion was made by Cyndi Lavin and seconded by Maggie Durand to accept and use this evaluation tool. Vote: unanimous

The following schedule was set up for the evaluation:

July 13 – Luke will present a list of goals and the final copy of the tool will be presented to the Board

September 14 – Luke's first year evaluation discussion

June 2024 – the new fiscal year will be the date for evaluation going forward

**Next Meetings:**

July 13, no August, September 14, October 12, November 9, December 14

**Adjournment:**

**Motion:** A motion was made by Becky Campaner and seconded by Cyndi Lavin to adjourn meeting at 7:15 pm. Vote: unanimous