

Aquinnah Public Library  
Library Board of Trustees  
Minutes – Thursday January 26, 2023

Meeting convened at 1:15pm

Present: Kathie Olsen, Chair; Sophia Welch, Trustee; Marjorie Spitz, Trustee; Rosa Parker, Library Director

Review of minutes: Marjorie requested that the document submitted by Rosa to the Trustees at the 11/10 meeting be attached to the minutes. Kathie motioned to approve the 11/10/22 minutes as amended; Marjorie seconded; vote 3-0, motion passed. Marjorie motioned to approve the 11/29/22 minutes; Kathie seconded; vote 3-0, motion passed. Trustees requested that Rosa send a notice to Jay regarding the gift made in his honor.

Old Business:

*Library Employee Holiday Time:* Trustees discussed the recent Personnel Committee meeting and final decision concerning library holiday pay practice: after doing some investigation on how the current holiday pay practice would affect the entire employee pool, budget and services, Personnel Committee voted to not pursue changing the personnel bylaws to include the holiday pay practice and terminated the policy effective February 1<sup>st</sup>. Trustees discussed the Personnel Committees decision at length and expressed concerns with the impact on current library full time staff benefiting from the policy and concern the personnel policies are not fair and equitable. Kathie requested that Rosa quantify the practice for the past few years so that the Trustees could have a better understanding of the policy. Trustees discussed the holiday closing policy that the Chilmark Library follows: if a holiday falls on a day the library is not regularly open, the library observes that holiday on the following scheduled day of business. Rosa and Trustees expressed concern with the policy as it would disrupt service to patrons when the library is already limited in opening hours. After much debate, the Trustees decided to enact their own holiday closing policy similar to Chilmark Library. Sophia motioned to approve the following policy: Federal, state, and municipal holidays that fall on days the library is not regularly open will be observed by the Aquinnah Public Library on the following scheduled day of business; Marjorie seconded; vote 3-0, motion passed. Library Trustees acknowledged the following days the library will be closed this calendar year per the new policy:

Tuesday 2/21 - President Day  
Tuesday 4/18 - Patriots Day  
Tuesday 5/30 - Memorial Day  
Tuesday 6/20 - Juneteenth  
Tuesday 9/5 - Labor Day  
Tuesday 10/10 – Indigenous Peoples Day (same day as Cranberry Day)  
Saturday 11/11 - Veterans Day  
Tuesday 12/26 - Christmas

Trustees briefly discussed increasing and/or rearranging library open hours and how to mitigate impact of closed days and services to patrons; Issue to be added to the next meeting agenda.

*Technology Update:* Library has received the new equipment from CLAMS and is awaiting Brian Athearn to install alongside a CLAMS technician. Rosa is trying tirelessly to coordinate this along with getting Brian to address other technology issues.

*Library Sign Update:* Rosa is awaiting a quote from Melissa Patterson. Trustees asked that an additional smaller sign be made to show the library open hours.

*Walkway Project Update:* As requested at the November meeting, Kathie reached out to Fenner to pursue plans and moving forward with the project. However, there has been no further movement from Keith Fenner. Rosa will reach out to Jim Glavin to see if he is available to proceed.

New Business:

*Job Descriptions:* Personnel Committee has requested that all town employees review their job description and alert the committee if there are any gross discrepancies by February 3<sup>rd</sup>. The town is in discussion with a firm on auditing the current compensation scale. Job description sent to Rosa from Jeff was inaccurate. Trustees will look for current job descriptions for library staff.

*Strategic Plan:* Trustees asked that this be on every agenda moving forward.

Staffing: Rosa has a substitute while Vera is out, but they are not working the same hours as Vera.

Gifts: \$100 donation from Allen and Suzanne Rugg; \$500 donation from Jean Lince; \$50 donation from Jon and Jill Posner; \$1,000 donation from Clara and Walter Ricciardi; \$3,000 donation from the Janey Fund Charitable Trust. Kathie moved, and Marjorie seconded to accept the donations with thanks; vote 3-0, motion passed. Rosa will look into whether the Trustees need to vote to accept donations prior to depositing the funds.

Adjournment: 3:04pm

Respectfully submitted, Sophia Welch, Trustee