

Minutes of the Argyle Free Library Board of Trustees

November 25, 2019

The meeting was called to order at 5:00 PM by Martha Johnson, President.

Members present: Martha Johnson, Joanne McDowell, Jill Hamilton, Julie Gann, Donna Ruppel, Sandy Smith, and Phyllis Snell.

Adah DeRosier, Library Director, and Carol Kuhr, President of the Friends of the Library, also attended.

This was an extra meeting called to discuss how to best deal with Sue's expected long-term absence due to illness.

Joanne will call the Kinney Insurance Agency about short-term disability for Sue.

We discussed potential solutions for filling the staffing shortage while Sue is out. These are:

- Adah could take over Sue's hours, up to 30 hours per week total. Jill said that this will have little financial impact due to their comparative salaries. Starting in January, Adah will have less hours at her other job, so will be able to handle the extra hours for the library.
- Adah does not yet have an answer as to whether Mary Lou would like to become a permanent part-time employee. Mary Lou will continue to fill in the next couple of weeks.
- Pat will take over Sue's two hours on Thursday afternoons, bringing her up to about 13 hours a week.

After some discussion, we agreed to the following:

- Adah will work an extra 10 hours a week.
- We will hire another person to be a substitute clerk to fill-in as needed. Adah estimated it will take about 10-15 hours to train this person. Phyllis will call the local person who sent us her resume last year to see if she is interested. Adah will talk to Doris Nichols to see if she would be interested in this position. If neither of these are interested, we will advertise the position. While Adah is in charge of hiring this person, the Board recommended that, as a best practice, Adah have a second person (a board member) present to assist with any interviews.

Conditions of employment for this person will be:

- Minimum wage
- No guaranteed hours
- A trial period of 30 hours of work before being offered the position on a permanent basis

Jill motioned to add 20 hours per pay period (10 hours per week) to Adah's schedule. Sandy seconded the motion, and it was approved unanimously.

Sandy motioned to adjourn the meeting at 5:30 PM, Donna seconded the motion, and it passed unanimously.