

The Field Library
Regular Meeting of the Board
Thursday, September 8, 2016
7:00 P.M.

Present: Sandy Smith, President Cathy Johansen, Vice President, Tony Olivieri, Melinda Cosentino, Victoria Kravitz, Susan Feldman, Secretary, Jennifer Brown, Director

1. The meeting was called to order at 7:11 P.M. in the gallery at The Field Library.
2. A motion was made by Cathy Johansen and seconded by Sandy Smith to go into executive session. This was approved unanimously.
3. Following executive session, performance reviews of the staff were discussed. They will begin when Director Brown feels confident of her knowledge of the staff. Performance reviews of the Director will be done by the Board.
4. Personnel Manual discussion
 - A. Job descriptions need to be written for each position. Director Brown will write these and present them to the board for approval.
 - B. The language concerning holidays is confusing. All full time staff will receive equal number of hours off.
 - C. A policy committee was formed to review and update policy in the personnel manual. The members of this committee will be determined.
 - D. Director Brown recommended no change in the current library hours. This includes the current policy beginning in October to reopen the library on Sundays.
5. A motion was made by Tony Olivieri and seconded by Susan Feldman to authorize Jennifer Brown to be the signatory on our Chase accounts. The board authorizes Susan Feldman to represent them at Chase. This was approved unanimously.
6. A motion was made by Sandy Smith and seconded by Melinda Cosentino to authorize Jennifer Brown as signatory of the Wells Fargo accounts. This was approved unanimously.
7. A motion was made by Sandy Smith and seconded by Melinda Cosentino to go into executive session. This was approved unanimously.
8. Following executive session, it was discussed that Director Brown will be available at The Field Library on Primary Day, September 13, 2016 at 6:00 A.M.
9. We are members of the Library Trustees Association. We should take advantage of all they have to offer.
10. The meeting was adjourned at 8:45 P.M.