

DUNHAM PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of March 10, 2015

PRESENT: Sue Collver, John Levitas, Patricia Samarco, R. Scott Smith, Sally Swierczek

CALL TO ORDER: The meeting was called to order at 6:00 by President John Levitas.

Discussion with the Public: None

DISPOSITION OF MINUTES: Sue Collver moved to accept the February 17, 2015 minutes. R. Scott Smith seconded. The motion was adopted.

PRESIDENT'S REPORT: None

FINANCIAL REPORT:

- a. R. Scott Smith moved to accept the financial report for February 2015. John Levitas seconded. The motion was adopted.
- b. Patricia Samarco moved to accept the resolution to transfer \$422 from Miscellaneous to Telephone and \$495 from Library Materials to Conferences & Workshops and \$300 from Library Materials to Public Relations & Printing. R. Scott Smith seconded. The motion was adopted.
- c. Sue Collver moved to accept the resolution to transfer \$1,164 from Salaries & Wages to Professional Fees (Staffworks charges – January) and \$1,411 from Computers / Software to Equipment & Furniture and \$6,748 from Computers/Software to Professional Fees. Patricia Samarco seconded. The motion was adopted.

DIRECTOR'S REPORT: {see attached}

OLD BUSINESS: None

NEW BUSINESS:

- a. Sue Collver moved to accept the Proposed Budget for 2015 -2016. R. Scott Smith seconded. The motion was adopted. Sue Collver moved to accept the Capital Project Proposition not to exceed \$50,000. John Levitas seconded. The motion was adopted.
- b. R. Scott Smith moved to accept the Annual Report. John Levitas seconded. The motion was adopted.
- c. R. Scott Smith moved to amend the Community Service Application to read that any person with a drug offense or felony cannot work in the library. Patricia Samarco seconded. The motion was adopted.
- d. R. Scott Smith moved to edit 45.1, 45.2, 45.6 in 45.0 Work Day Week section in the Dunham Public Library Personnel Manual. (see attached). Sue Collver seconded. The motion was adopted.

ANNOUNCEMENTS: None

COMMUNICATIONS: None

DISCUSSION with the PUBLIC: None

EXECUTIVE SESSION: None

ADJOURNMENT: R. Scott Smith moved to adjourn the meeting. John Levitas seconded. The meeting was adjourned at 7:30 PM.

Next meeting will be on Tuesday, April 14 2015 at 6:00 PM.

Respectively Submitted,

Patricia Samaras, Recording Secretary

Attachment below

45.0 WORK/DAY WEEK

45.1 The library is open to the public from 9:30 AM to 8:00 PM on Monday, Tuesday, and Wednesday; 9:30 AM to 5:30 PM Thursday, Friday and Saturday.

45.2 The normal work day/week for full time staff 7 hours per day and 35 hours per week.

45.4.1 Not including a one hour lunch.

45.4.2 At least one professional and clerical staff member must be at their work stations at all times.

45.5 Depending on library needs and staffing conditions, employees may be required to work evenings and/or Saturdays.

45.6 Normally a full-time staff member can expect to work one evening per week and approximately 2 Saturdays per month.

45.7 Schedules are made to meet the demands of the library, but needs of the staff are considered.