

Chesterfield Public Library
Board of Trustees Special Meeting
March 1, 2022

MINUTES

Attending: Chair Bruce Potter, Bill McCarty (Alt-voting), Director Kathleen Packard, Carole Wheeler, Linda Skrzyniarz

Absent: Jill Dumont, Cathy Harvey, Scott Riddlemoser, Ron Scherman

Public Attendees: none

1. Call to order – by Chair Potter at 5:00 PM
2. Public Comment - none
3. Personnel Policy – Potter presented an amended version of the 2018 Library Personnel Policy for review and discussion. McCarty advised the Trustees to keep the policy as general as possible and include few numbers, stating individual employment contract specifics control the general. He also asked the Board to clarify that a Library year for Staff spanned from January to December, regardless of the date of hire. Trustees agreed, also adding that both new and existing employees would undergo an evaluation by October 1st of every year. Trustees then began review of the policy, paragraph by paragraph, making many corrections, additions, and deletions after careful discussion, and acknowledgement of written comments from Harvey and the Staff. At the conclusion of policy revision and discussion, it was noted that employee contracts and the Library Bylaws need to be realigned to the revised policy. Potter motioned to null and void all existing contracts that have not been signed. Wheeler seconded, and the Motion passed by unanimous vote. Potter motioned to adopt the new Personnel Policy effective March 1, 2022. Skrzyniarz seconded, and the Motion passed by unanimous vote.
4. Summary of decisions made
 - a. A Library year runs from January to December.
 - b. All Staff will have yearly evaluations completed by October 1st.
 - c. All existing unsigned contracts are null and void.
 - d. The March 1, 2022 Personnel Policy was adopted.
 - e. All Staff will be asked to sign new contracts aligned to the 2022 Personnel Policy.
 - f. Volunteers will follow a separate Personnel Policy to be created by the Director.
 - g. The Director needs a locked filing cabinet to store all personnel paperwork.
5. Assignments for next meeting
 - a. Potter and Skrzyniarz will amend all contracts and bylaws to reflect changes to the Personnel Policy, for presentation at the next regularly scheduled Trustee meeting.

- b. Skrzyniarz will forward copies of null and void contracts to McCarty for his review.
 - c. Packard will explore existing and new options for a Director filing cabinet.
6. A Motion to adjourn was made by Wheeler, seconded by McCarty, and passed by unanimous vote. The meeting adjourned at 7:02 PM.

Respectfully Submitted by Linda Skrzyniarz, Secretary