Hartland Public Library
Board of Trustees Personnel Sub-Committee
Unapproved Minutes
July 6, 2021 at 6:30pm

Background:
General Scope of Long-Range Planning Committee work in 2021 Summer.
- *Goals*
  - *Create a transparent pay scale*
  - *Consider the director evaluation process*
  - *Create a 5-year staffing plan including:*
    - *What is the ideal we are moving toward*
    - *How to get there financially*
- *Issues*
  - *Staffing structure is based on historical use of volunteers*
  - *Town does not have pay scale and/or well-developed personnel handbook*
  - *Lack of long-term plan for staffing*

Agenda:

I.   Call Trustee Meeting to Order 6:31 pm
II. Corrections and additions to the agenda. We added Job Descriptions to the Agenda
III. Approve June Minutes. Minutes approved
IV. Public Comment. No public

V.   Discussion of Next Steps Research
  - *Compare existing library personnel handbook to that of the town.* Discrepancy in sick days is due to different work week (Library is 4 days per week, Town is 5). "Parental leave' could possibly be changed to 'family leave,' due to FMLA. Discussion of grievance policy, making any changes would involve the town attorney. May be worth looking at links related to bereavement leave. Also may be worth adding wording that explicitly says Hartland Handbook is the place to look for the policies.
  - *Determine staff hours directive from current strategic plan.* It says need additional staff, but there is no guidance on specific staff hours, there is some on certain types of positions.
  - *Compare library vs staff hours.* The library is open when the staff is there, with one new exception. Extra time is not needed at the end of the day after the library closes, but a 30 minute buffer to allow staff time to prepare the building would have positive impact. Nancy's aim would be to have one staff member at the library for 30 minutes before it opens each day. One staff member will now be doing this two days per week, so if additional hours were added, it would be 1.5 hours. Confirming we do not intend to change the library hours schedule.

- *Staff hour growth vs volunteer hour reduction*. Weekly in 2017, 111 staff hours and 29 volunteer hours. Weekly currently 121 staff hours, and when volunteers are able to return, 19 volunteer hours (around 6 volunteers). Total person power has not increased. Volunteers shelve books (a typical library volunteer task- there also can be helping prep for events, curating art shows, etc) and work at the front desk. Currently the staff are covering the desk (the library is open 37 hours per week), which will continue. Nancy thinks another 8-10 hours of staff time would help, likely at the Library Assistant III position.
- *Explore staffing formula grid ideas.* Nancy shared a grid from an Illinois library which is very illuminating.
- *Explore Director Evaluations at United for Libraries.* Suggested to push discussion of this to a future date. There are good tools that could be considered.
- *Job Descriptions.* The Director job description does need to be updated. There is a concern about explicitly considering how tech is handled. It is now a good savings for the town. Job analysis questionnaire that was found from a separate source may be interesting tool. An important step in this personnel process will be first updating the job descriptions for Library Director, Children's Librarian, and Head of Circulation. Personnel Committee
- *VLCT municipal compensation and benefits report.* Discussion of the report. How to compare. Comps could come from towns of similar population and size of building; we could collect these and then inquire. The grand list is an interesting tool as well. Laura will share some data she has.
- *Norwich Public Library Pay scale & Rockingham Free Public Library and Vermont Pay Scales.* Nancy can obtain additional information related to town and library positions in the state.

Next steps:

Laura and Dana will have a working meeting to examine the collected information more deeply, Friday 7/9 at noon at the Library.

Meeting adjourned. 8:15 pm.