

## Medway Library Trustees

March 21, 2024

7:00pm

### Zoom Meeting

*Pursuant to the provisions of Chapter 2 of the Acts of 2023, under which public bodies retain the option of holding open meetings and hearings remotely until March 31, 2025, and in accordance with the Medway Select Board's remote participation policy as amended at its July 2, 2021, meeting, members of the Board of Library Trustees will be participating in this meeting remotely. Information for participating via Zoom is included in this Agenda. Access via Zoom is provided for public participation for those portions of the meeting open to the public.*

**Members Present:** Julie MacEvoy, John Smith, Greg Peveril-Conti

**Members Absent:** Nutan Mathew, Lisa Sheehan

**Others Present:** Margaret Perkins (Library Director), Audrey Snowden (Childrens/YA Librarian), Justin Tucker (Secretary), 2 patrons

- 1) Call to order 7:02
- 2) Open Position Discussion - Mr. Peril-Conti stated he spoke with the head of the Trustees from Holliston. The Trustees will continue to reach out to surrounding communities for the next meeting. Mr. Peveril-Conti stated in Holliston, the Trustees have been involved with developing position descriptions and determining what the library's needs are in terms of positions. Hirings are left up to the director. Mr. Peveril-Conti shared his screen and discussed the staffing of other local libraries. Mr. Peveril-Conti stated that the libraries listed had the names of the employees and their positions listed on their respective websites.. Mr. Peveril-Conti stated that many communities list the part time positions on the website. Many communities have a technical services position. Mr. Peveril-Conti asked Ms. Perkins if in the short-term, could the part time employees be asked to increase hours to assist with the technical services backlog. Ms. Perkins explained that it would be difficult for some part time employees to add additional hours for various reasons. Ms. Perkins stated she would ask the employees.

The Trustees expressed the desire for the position to be filled by someone who can do regular library responsibilities as well as the technical services role. The Trustees expressed the need to have the candidate have a library degree and technical services experience. The Trustees reviewed the hours needed in technical services and concluded that 30 hours/week were needed for the technical services catalog plus hours spent at the desk. Mr. Peveril-Conti questioned if once the backlog was completed, would those technical service hours drop. Mr. Peveril-Conti suggested that if there were 30 hours of technical work that were needed, could this new employee do 15-20 hours of it and the rest be split between the part time employees who are currently doing the job

in order to free this new and ideally licensed librarian up to assist in other areas of the library.

Mr. Peveril-Conti specified three things coming out of the meeting:

1. Ms. Perkins to ask the part time employees if they'd be willing to take additional hours before the next Trustees meeting.
2. The Trustees continue to try to talk to surrounding towns Trustees about the Trustees responsibilities.
3. At the next meeting, spend time working on the position description that allows them to address the tech services need as well as the need for additional library services.

Mr. Peveril-Conti made a motion that Ms. Perkins approach the existing staff to offer additional hours to cover the need, seconded by Ms. MacEvoy, approved by all.

Mr. Peveril-Conti made a motion that Ms. Perkis approach Biblio Temp to secure technical services support to help ease the burden, seconded by Mr. Smith, approved by all.

Mr. Peveril-Conti made a motion that the Trustees continue their outreach to libraries in the area to get clarity on how they are approaching developing position descriptions and working with their directors to do that, seconded by Ms. MacEvoy, approved by all.

Mr. Peveril-Conti will add the creation of the job description to the agenda for the next meeting.

Adjournment: 7:54