

Sharon Public Library Board of Trustees  
Regular Session  
Dec. 21, 2022

**Attendance:**

Trustees in person: Cheryl Weinstein, Sarah Windman, Cheryl Rosenfeld

Trustees on Zoom: Wendy MacArthur, Sherrie King, Carolyn Weeks

Guests: Michael Berkley

The meeting was called to order by Cheryl Weinstein at 7:34 p.m.

Approval of Nov. 16 minutes: approved by consensus.

**Treasurer**

- Harbor One account at \$4,941.57; Eastern Bank account balance \$546.37 no change

**Budget**

- Cheryl W: We have room in the budget, and we will need more for legal fees.
- Wendy: staff appreciation, we should do something. Cheryl W: We can use our Trustee funds for that. We will ask Lee Ann what the staff would use.

**Standing Building Committee**

- Everything was filed. Now we're just waiting.

**Meeting with law firm:**

- Cheryl W: Personnel Board raises the range 2% every year and has not adjusted the range by looking at comps. Asked what power we have to make our own salary ranges. Our lawyer to look at the director's contract and our policies. We did an annual contract with the director; would like to do a 3-year contract. The 1-year contract is basic: benefits, vacation etc. We don't sign one every year anyway. Right now she doesn't have a contract. Wendy: I'd like to ask Lee Ann what she would prefer. Trustees will discuss this with her in January.

**Cheryl W. discussions with Fred**

- Intern tried to find salary information from other towns for comparison. Many in comparable towns are new, a lot of turnover. Fred is proposing a salary range that will give her room for raises. Given her experience as a director she should be at the 80th percentile of the range. It would have to be approved by the Personnel Board.
- Fred also suggested we could bump her up for the second half of the year in January/February, and then another bump up in July, so not all at once. We can do that because we have money left on our salary line because of staff turnover. We have one total for salary and can break it down as we want.

- **MOTION:** Sarah: I move that we pursue the option of giving LeeAnn a partial raise as soon as possible and then complete the salary increase in July to bring her up to the top 80% of her salary range. Sherrie second. Motion carries 4-1.

**Director's Review:**

- Let's review by section. We will ask our attorney if in the future we can ask staff for feedback during the director review process. Discussed requesting evidence of success in some areas, including collection maintenance, acquisition and weeding. We added detailed kudos about Lee Ann's approach to and creation/production of the Long-Range Plan. Wendy: Goals for improvement for the coming year should be at the end of the review to back up reasons for requesting salary increase. No agreement was reached regarding evidence of success being added to the review. As a result the Trustees will need to meet again before Jan 18, when the review will be presented to Lee Ann..

**Meeting with Personnel Board:**

- Carolyn, Cheryl W., and Lee Ann met with the Personnel Board about changing the circulation supervisor position to a master's of library science librarian, to be able to hire the best candidate.

Meeting adjourned at 9:18 p.m. by consensus.

Special meeting to finalize director's review--Tuesday, Jan. 10, 7:00 p.m.

Next regular meeting – Jan. 18, 2023

Respectfully submitted,

Cheryl A. Rosenfeld  
Secretary, Board of Library Trustees