

Executive Session Minutes

Jill Plastridge, Helen Duke, Dusty Mills, Russell Hotchkiss, Sarah Snow



Friday, May 26, 2023

Helen made a motion to go into executive session at 10AM to discuss employee evaluation and request. Dusty seconded. Motion passed.

The Trustees were given a letter from an employee requesting additional hours and raise in pay for the clerk position that she currently works. Motion was made by Dusty not to extend the hours and wage because the fiscal year budget had already been set for 2023-2024. Russell seconded. Passed. Due to the discussion regarding the request, the Trustees decided to look at the starting wage of the clerk position. Dusty made a motion that we consider when hiring, the wage, based on applicant's experience. Helen seconded. Passed. The discussion also lead the Trustees to evaluate the clerk position hours. Jill made the motion that we have two clerk positions each at 12 hours a week. Helen seconded. Passed.

The Trustees were given two letters from an employee. The first letter was a requested proof of Covid. The second letter was an accommodation letter for the clerk position. First letter: The Trustees requested proof of Covid from employee to be given on May 20. The letter was provided the afternoon of May 22nd. The Trustees decided to accept the letter. Second letter: The Trustees requested a letter from employee from her Dr. with the accommodations that she was requesting to be given to them on May 20. The letter was given to the Trustees on May 22nd. The Trustees decided to accept the letter. The Trustees discussed what accommodations were possible for the clerk position with the best interests of the employee and library in mind. Motion made by Russell to write a letter to employee discussing what accommodations we could and could not do and that our lawyer would look it over before delivering. Dusty seconded. Passed. The Trustee decided that the Chairperson would deliver the letter to employee.

Adjournment: Helen made the motion to go out of Executive Session at 11am. Jill seconded. Passed