



Board of Trustees Meeting Materials for May 14th, 2024

Table of Contents

- **Agenda**
- **Minutes of April 9th, 2024**
- **Committee Minutes**
 - Strategic Planning Committee
- **Director's Report**
- **Youth Services Board Report**
- **Expenditures and Revenue Report – General Fund**
- **Expenditures and Revenue Report – Grants Fund**
- **Fiscal Year 2025 Budget Proposal**
- **Staffing Policy Draft**

**Brooks Memorial Library
Board of Trustees**

**Tuesday, May 14, 2024, 4:45 PM
Meeting to be held on site or via Zoom:**

Join Zoom Meeting

<https://us02web.zoom.us/j/83917781481?pwd=TGtGVHZ1S0J2OEERWGIYN3N4MkQ5UT09>

Meeting ID: 839 1778 1481 Passcode: 359655

AGENDA

Call to Order / **4:45 PM**

Agenda/Changes or additions

Public Comments

President's Comments

Minutes of April 9, 2024 <https://brookslibraryvt.org/wp-content/uploads/2024/04/20240409-Trustees-Minutes.pdf>

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

- Update – Margaret
- May 15 meeting--Ann

B. Finance/Asset Development Committee—John Woodward, Chair

- Update
- Budget allocation for FY25

C. Technology Committee – Leo Schiff, Chair

- No Update

D. Buildings and Grounds—Karen Tyler, Chair

- No Update

E. Strategic Planning Committee—Ann Varilly, Chair

- Update <https://brookslibraryvt.org/wp-content/uploads/2024/05/20240501-Strategic-Planning-Minutes.pdf>

F. Department Reports: Director, Reference, Youth Services

CONTINUING BUSINESS

- Social work and safety assistance update

NEW BUSINESS

- Charter review
- Items for transfer to BHS and WCHS
- Executive Session: Staff recognition

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, April 9, 2024

Present: Jenny Rowe, Sirkka Kauffman, Ann Varilly, John Woodward, Starr LaTronica, Nikki Holland, Karen Tyler, Leo Schiff, Amanda Whiting, Joyce Sullivan, Kate O'Connor

*Ann called the meeting to order at 4:48pm

*Additions to the Agenda: None

No public present

Minutes accepted as written.

Committee Updates and Department Reports:

A. Friends of the Library: Karen Tyler

- Upcoming Spring Event, May 17th, "Brooks in Bloom". This is not a fundraiser but an event to promote BML and to reach out to the local refugee population and Young Professionals. Gardening will be highlighted, seed packets will be given as a party favor. "The Library of Things" will be the focus, as well as the gardening collection.
- "Memory Kits" were viewed- these items are available for caregivers of people with memory concerns. They are used to promote a conversation of one's memories and life stories.
- Nikki inquired about the museum passes. Discussion centered particularly on museums that ticket costs are more expensive, such as the Montshire Museum, which may permit one family member to free admission, it still may be too much of an expense for families of lesser means.
- Data to be reviewed and collected on the usage of passes given out
- Amanda has been collecting data and promoting passes.
- Leo suggested this is a larger issue and to be on next month's agenda.

B. Finance/Asset Committee: John Woodward

- John brought forth the need to move money in the budget from Non-Print (BR10) items to Adult Books (BR05). Adult Books currently has remaining \$832.00 and Non Print has \$22,222.00 Ann Varilly made a motion to move money from Non-Print to Adult Books. Sirkka seconded this motion
All in favor.
- John suggested the board wait a month for look at the proposed budget to increase Adult Books
- Update on Fine Arts Policy.
- Still preparing to clear the restrictions on the Loud Fund.
- Discussion to continue with BML's budget and Town's budget.
- Transfer of items to Windham Historical Society and Brattleboro Historical Society. Find an auction house for that which remains.
- The Autograph Book needs to be appraised and authenticated by the Auction House in NYC.

C. Technology Committee: Leo Schiff

- "Fast Meeting!" says Leo
- Review of the Needs Assessment.
- Volunteer to provide one-on-on support for patrons will begin 4/22/2024
- Matt continues to work hard on BML's internet system.

D. Building and Grounds Committee: Karen Tyler

- BookDrop Shelter is very close to completion.
- BML is waiting to hear on Arpa Grant

E. Strategic Planning Committee: Ann Varilly

- No meeting last month.

Department Reports:

- No Youth Report
- Volunteer Program: Amanda
Since 10/2023 13 new volunteers have completed the orientation process. BML currently has 23 volunteers.
- New volunteer application, orientation packet and orientation process has been developed. An average of 15-30 hours/month. Since January 2024 60 hours/month.
- New staff members are doing a fantastic job.
- 11 new displays have been set up
- An increase in activity at BML, such as a craft group for adults.
- Currently being written is a Circulation Handbook.

Continuing Business:

Social Work and Safety:

- Groundwork's outreach team meets regularly at BML.
- The Community Response to Homeless committee will be meeting twice monthly.
- New Family Shelter at Winston Prouty Center.
- National Library Week is coming to a close this week. Will end with an afterhours sing- along, on Friday 4/12.

Staff Appreciation:

- All staff are FANTASTIC!.
- Matt is going above and beyond in working on a new internet system.
- Anna and Jen are pitching in to help with cataloging.
- Job has been filled for a Technical Librarian.
- Tool Shed to open May 1st.
- The E-Bike reservation system is in place.

New Business:

- Election of Officers:
President: Ann Varilly
Vice President: Karen Tyler
Secretary: Joyce Sullivan
Treasurer: John Woodward

Leo Schiff motioned to accept the slate of officers.

Kate O'Connor seconded

All in favor.

- Board Committee Sign Up

Finance: John Woodward, Sirkka Kauffman, Ann Varilly

Technology: Leo Schiff, Nikki Holland, John Woodward

Building and Grounds: Karen Tyler, Joyce Sullivan, Nikki Holland

Strategic Planning: Leo Schiff, Kate O'Connor, Ann Varilly

Meeting adjourned at 6:01pm

Respectfully submitted by,
Joyce Sullivan

Brooks Memorial Library Strategic Planning Minutes, May 1, 2024

Convened at 4:50 in Meeting Room B

- Present: Ann Varilly, Kate O'Connor, Starr LaTronica, Lindsay Bellville, Jeanne Walsh
- Agenda changes: none
- Public comments: none
- Minutes of January 23, 2024: approved as submitted

CONTINUING BUSINESS

- Goals and Activities Review

Ann shared a sample assessment tool to track progress on implementing the plan. It opened up lively discussion about how we measure progress, noting that some goals are ongoing. We referred to the written plan throughout the conversation. We also talked about trustee activities versus staff activities and considered how the board can measure its own progress in supporting the strategic plan.

- Open House / Re-launch Party Discussion

We decided that Library Card Sign-Up Month in September would be a good time to host an event to highlight the strategic plan.

- Marketing

- New outdoor signage is still a current topic for Starr and the Building and Grounds Committee.
- Maya and Seth reconnected us to Instagram!
- Facebooks remains a major social media tool for Brooks. We have a general FB account that includes adult *and* youth posts, plus a separate account to specifically highlight youth programs.
- Can we promote summer reading on the community film loop at the Latchis? We're not sure if we're in time, but Starr will check with Seth.

Meeting adjourned at 5:30

jmw

Director's Report for April 2024

Announcements:

- We are grateful for the assistance of BFD and BPD with a recent overdose in the bathroom outside the Children's area.
- Matt Wojcik continues the work on our wireless systems. This involves an incredible amount of technical expertise, as well as working with several vendors and companies, reviewing contracts and obtaining estimates.
- BML staff has been recognized as Compassionate Brattleboro's Unsung Heroes for 2024.
- A crew from Rotary cleaned up our garden for spring.
- Caleb Knight continues to run interference with difficult patrons and patrons under the influence.

Activities that support the Strategic Plan

Engage the community through a wide range of educational, recreational, and cultural opportunities that support diversity, equity, and inclusion.

Collect materials in a variety of formats (print, nonprint and electronic) to reflect the world at large.

- Anna Monders, Jen Robb and Lindsay Bellville have kept new books coming into the collection by adding cataloging to their already demanding workloads.
- Free eclipse glasses brought in hundreds of grateful people, many of whom we had not seen before.
- We have purchased access to downloadable, simultaneous access magazines through Overdrive.
- Items from the tool shed and the e-bike library were prepared for opening May, with Matt's help to make them accessible via reservation software.
- Subject displays in all public areas have generated lots of interest in the collection.
- Maya Faerstein-Weiss has done an excellent job cultivating our seed library

Offer programs that introduce and illuminate a wide range of interests and opinions.

- Author GennaRose Nethercott led a fabulous workshop of eclipse folklore writing prompts.
- National Library Week ended with a feel-good after hours sing along as an example of the way libraries build community.
- Regularly scheduled Stitchers and Sci-Fi programs continue to be well attended, as does the monthly book discussion on *Parenting for Social Justice*.
- We hosted a poetry reading with the participants in Poems Around Town project.
- Local author Jamal Barbari launched his new book of short stories.
- *The Commons* held a panel on homelessness that drew 80 people.
- Patron Ricard Evers requested and initiated two programs: *What Vermonters Are Doing About Climate*, with Mollie Burke, who detailed legislative action and John Woodland from Third Act; and *Brattleboro's Sustainability in Action*, with community groups such as Edible Brattleboro, VBike solutions and Rich Earth Institute.
- BML partnered with Vermont Humanities to screen the powerful documentary *Backlash* at the Latchis, which was followed by a panel discussion that included Kiah Morris, one of the four women featured in this international film.

Respond to the information needs of all members of the community by providing accessible, respectful, and reliable reference services.

- Jeanne fielded lots of requests for tax forms and ways to submit them, in addition to the usual complicated research queries.

Support young children and their caregivers by providing developmentally responsive learning opportunities through materials and programming.

- Staff planned special activities to engage children and families during spring break, including the ever-popular pajama storytime and an extended Legopalooza.
- Sing & Dance with Robin teaches kids songs, sounds, socialization and lifts the hearts of all who attend.

Empower teens by providing them with resources for education, entertainment and engagement.

- Teens gathered to play Zombie tag after hours.
- The teen advisory group collaborated on collection development by examining and recommending titles.
- Vt Department of Labor presented a workshop on My First Job for teens during school break.

Recruit, cultivate and retain a diverse, exemplary staff.

- Kodrin Gonzalez has begun work as our new TS librarian and has joined the Town IDEA committee.

Empower and support staff well-being

- The Board provided an incredible cake in celebration of Library Workers' Day
- Staff took a break and joined the public outside to see the eclipse.
- Amanda Whiting has completed the continuing education courses to obtain her library certificate: Citizen Science Empowers Environmental Understanding through Libraries & More, Working Towards Anxiety-free Annual Performance Evaluations, Successful Supervising in Libraries of All Sizes, Part 2, Recognizing Excellence: Nurturing a Culture of Library Employee Appreciation, Library Signage: The Good, the Bad, and the Ugly, Adult Programming in a Post-Pandemic World)
- Maya Faerstein-Weiss--How to do accessible social media by AbilityNet

Establish, strengthen, and sustain community connections to promote a culture that is accessible and welcoming to all, making a concerted effort to reach out to groups that have been historically marginalized.

Increase relationships with local partners to promote initiatives and programs.

- Bradley House has display of residents' art in the Main Reading Room.
- BML hosted the monthly Legislative Forum to keep constituents informed.
- Vermont Adult Learning has agreed to provide volunteers for learning opportunities around computer use. BML will first survey patrons to see what they would like to learn.
- BML met with state consultant on Community Safety and Health, Jim Baker on several occasions and three staff members participated a convening to examine established efforts with the intention to strengthen partnerships.

Identify and catalog community assets to better serve our patrons with resources and referrals.

- Beth and Jeanne presented the Access Brattleboro Community Database to a large convocation of social service professionals, law enforcement, community activists and elected officials from across the region.

Establish diverse and inclusive connections to support underserved and vulnerable sectors.

- BML partnered with Epsilon Spires to screen The Kite Runner to bring attention to banned books, followed by a dinner prepared and attended by our new neighbors from Afghanistan.

Increase awareness of library services, resources, and impact.

Clarify and prioritize marketing roles and activities to increase internal cohesion and external impact.

- Maya Faerstein-Weiss has increased our Facebook presence and is now beginning to post on Instagram.

Leverage municipal resources & community partners for opportunities to convey the value of libraries.

- BML was cited as an important community resource in a recent op-ed by Tristan Toleno.

Youth Services Board Report- May 2024

Bring on the pirates, giant bean stalks and hot air balloons. Our summer reading program is only 5 weeks away! This year's slogan is "Adventure begins at your library." For each of the 6 weeks, we will focus on a different realm of adventure. Our program will kick off on Monday June 17 when we begin handing out the reading records and summer reading program bags. Our full line up of events will begin the following Monday, June 24 and go through to the first Saturday of August. We are planning on participating in the summer meal program again this year but are still waiting to hear about the particulars of this year's guidelines. We are putting the final touches on the planning and will give a full preview of the program at the June Trustees' meeting.

Our Pajama Storytime was fun as always with 13 children and 12 adults joining us for stories, crafts and snacks. Two big blankets, the twinkling stars hanging from the ceiling and the lights turned low turned the Children's Room into a comfy, cozy spot to read some of our favorites like Giraffes Can't Dance, I Dare You Not to Yawn and Grab Your Pillow Armadillo. Of course, no Pajama Storytime is complete without a round of Twinkle, Twinkle Little Star. We are planning another Pajama Storytime as part of our summer reading program.

The spring session of Sing & Dance with Robin continues through the end of May. We will be taking a small break in June and then start up again the last week of June with the beginning of summer reading.

The fifth-grade classes from Green Street school visited the library to find information for their school project on Vermont animals. The Green Street school library card got quite the workout with all the book that were checked out! The sixth-grade classes from Academy School will be coming for their annual spring library visit on Monday, May 13. Each of the three classes will visit the Children's Room and Spicy Lime Teen Room for an orientation to the library and to learn what the library has to offer both in physical form and online. Each class will then meet with Jeanne to explore the library's local history collection. We are wrapping up our library class visits with St. Michael School. Just one or two more visits and we will be done for this school year.

Hard to believe the school year is coming to an end and summer is on its way!

Lindsay Bellville- Youth Services Librarian

In Teen-land, we have been doubling down on Game Nights, gearing up for VT Reads book club, and planning for Summer. Teen summer reading is going to consist of our usual scratch ticket reward program, plus a few movies and a game night. We are hoping to also engage Cai Silver (of Cai's dimsum) for a word art/Chinese calligraphy program for the teens this summer.

During Spring Break, we ran a Zombie Tag teen night in the library but due to an advertising kerfluffle we only had one teen show up. We salvaged the event and ran Zombie Tag as an escape room challenge for first the teen and then the library staff. Caleb the security guard was instrumental in hiding the clues in some very sneaky places!

On Friday May 3rd, Chloë and Mikaela Simms from the 3rd school district appeared at Gallery Walk to promote our Vermont Reads book group "Last Night at the Telegraph Club". We have a bunch of

books to hand out and are targeting teen and adult audiences. We will be convening to discuss the book during the first week of June, and then hosting a showing of the documentary "Venus Boyz" on the Commons on Friday June 14th.

On Friday May 10th, we hosted another Teen Game Night at the library and saw 40 teens show up to play games! Our guests included kids from a variety of schools and grades, including older teens who had never been here before, younger teens who just aged into the program, and some newer Vermonters as well. Our pizza and snacks bill continues to increase, so we are extremely grateful to the Friends of the Library for continuing to supply the teens of Brattleboro with sustenance J

Chloë Liotta-Jones – Teen Services Librarian

Department Inquiry

Fund: 101 General Fund --- Department: 201 Library --- Period Ending: 04/30/2024

Account Number	Description	Total Budget	YTD Actual	Balance
101-50000-201	Department Head Salary	84,651.00	69,120.45	15,530.55
101-50001-201	Staff Salaries	512,985.00	405,528.78	107,456.22
101-50002-201	Vacation BB - Retire Pay	5,000.00	0.00	5,000.00
101-51000-201	Equipment expense	4,500.00	3,031.02	1,468.98
101-51003-201	Postage Expense	7,500.00	6,343.28	1,156.72
101-51004-201	Office Supplies	4,000.00	2,156.14	1,843.86
101-51007-201	Computer Supplies	4,000.00	2,478.92	1,521.08
101-51011-201	Reimbursable Expense	3,500.00	2,075.00	1,425.00
101-51023-201	Equipment Maintenance	2,000.00	2,000.00	0.00
101-51024-201	Professional Services	200.00	0.00	200.00
101-51027-201	Telephone	3,000.00	4,658.10	(1,658.10)
101-51031-201	Lost Book Refund Pmt Fees	200.00	173.34	26.66
101-51032-201	Book & Non-Print Supplies	5,000.00	4,849.72	150.28
101-51034-201	Fuel Expense	11,500.00	7,466.52	4,033.48
101-51035-201	Electric	18,875.00	16,160.27	2,714.73
101-51036-201	Utilities	1,840.00	1,248.72	591.28
101-51037-201	Building Repairs	20,000.00	15,514.82	4,485.18
101-51038-201	Maintenance Supplies	4,000.00	3,948.60	51.40
101-51039-201	Books - General	7,000.00	7,000.00	0.00
101-51040-201	Reference Sources	18,000.00	17,694.56	305.44
101-51041-201	Juvenile Books	8,500.00	8,129.50	370.50
101-51042-201	Young Adult Sources	3,000.00	1,971.72	1,028.28
101-51043-201	Replacement Books	2,000.00	1,073.51	926.49
101-51044-201	Periodicals & Newspapers	7,500.00	7,500.00	0.00
101-51045-201	Digital Subscriptions	12,000.00	6,977.04	5,022.96
101-51046-201	Non-Print Materials Adult	6,000.00	6,000.00	0.00
101-51047-201	Non-Print Materials Children	4,500.00	2,074.51	2,425.49
101-54004-201	Computer Equipment Maint	6,000.00	3,487.67	2,512.33
101-45007-201	Miscellaneous Revenue	(1,000.00)	(228.80)	(771.20)
101-45012-201	Reimbursements Revenue	(3,000.00)	(2,075.00)	(925.00)
101-45019-201	Library Copier Revenue	(4,500.00)	(4,934.35)	434.35
101-45020-201	Library Fines	0.00	(67.00)	67.00
101-45021-201	Non-Resident Fees	(13,000.00)	(14,875.00)	1,875.00
101-45022-201	Gift Books & Replacement	(2,500.00)	(1,952.11)	(547.89)
101-45023-201	Library Postage Revenue	0.00	(332.00)	332.00

Department Inquiry

Fund: 401 Grants Fund --- Department: 202 Library Trust --- Period Ending: 04/30/2024

Account Number	Description	Total Budget	YTD Actual	Balance
401-51121-202	BR01 Buffer Account	10,000.00	0.00	10,000.00
401-51122-202	BR03 Conferences & Worksh	5,851.40	1,897.15	3,954.25
401-51137-202	BR04 Contract Srvs Adult	6,237.33	3,500.00	2,737.33
401-51127-202	BR05 Books Adults	22,100.00	21,904.96	195.04
401-51139-202	BR06 Juvenile Programs	5,616.38	2,856.46	2,759.92
401-51129-202	BR07 Reference Sources	6,317.83	1,071.78	5,246.05
401-51128-202	BR08 Local History Source	6,026.24	103.07	5,923.17
401-51132-202	BR09 Young Adult Sources	3,107.94	31.32	3,076.62
401-51135-202	BR10 Non-Print	35,425.39	13,325.76	22,099.63
401-51134-202	BR11 Periodicals & Newspa	5,385.14	1,598.49	3,786.65
401-51124-202	BR12 Trustees Conferences	2,168.55	0.00	2,168.55
401-51138-202	BR13 Adult Programs	6,579.12	2,239.71	4,339.41
401-51130-202	BR14 Fine Arts	4,935.40	1,919.10	3,016.30
401-51140-202	BR15 Board Approved Proje	24,530.64	4,727.96	19,802.68
401-51131-202	BR16 Books Children	5,879.94	1,689.26	4,190.68
401-51141-202	BR17 Outreach	10,983.03	269.35	10,713.68
401-51126-202	BR18 Conservation	500.00	500.00	0.00
401-51142-202	BR19 Gifts	6,148.84	1,227.68	4,921.16
401-51143-202	BR20 Projects	36,989.84	0.00	36,989.84
401-51144-202	BR21 Legacy	22,499.22	24.95	22,474.27
401-51123-202	BR22 Staff Leave	5,377.73	0.00	5,377.73
401-51136-202	BR23 Downloadable Media	10,000.00	5,070.99	4,929.01

Description	Code	FY 2024-25	FY 2023-24	FY 2022-23	FY 2021-22	FY 2020-21
		Proposed Allocation for Fiscal Year	Previous Allocation for Fiscal Year	Previous Allocation for Fiscal Year	Previous Allocation for Fiscal Year	Previous Allocation for Fiscal Year
STAFF LEAVE BUDGET	BR22	\$0.00	\$0.00	\$5,000.00	\$0.00	\$4,000.00
CONFERENCES AND WORKSHOPS (Staff)	BR03	\$5,000.00	\$5,000.00	\$3,000.00	\$1,872.00	\$4,000.00
CONTRACTUAL SERVICES	BR04	\$0.00	\$3,000.00	\$4,000.00	\$10,000.00	\$5,000.00
BOOKS ADULT	BR05	\$30,000.00	\$22,100.00	\$25,000.00	\$22,000.00	\$20,000.00
JUVENILE PROGRAMS	BR06	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00	\$6,000.00
REFERENCE SOURCES	BR07	\$6,000.00	\$6,000.00	\$6,000.00	\$5,000.00	\$4,160.00
LOCAL HISTORY SOURCES	BR08	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00
YOUNG ADULT SOURCES	BR09	\$3,000.00	\$3,000.00	\$3,000.00	\$2,000.00	\$1,500.00
NON-PRINT	BR10	\$9,000.00	\$9,000.00	\$25,000.00	\$20,000.00	\$10,000.00
PERIODICALS	BR11	\$1,000.00	\$0.00	\$0.00	\$4,500.00	\$4,500.00
CONFERENCES AND WORKSHOPS (Trustees)	BR12	\$0.00	\$1,000.00	\$2,000.00	\$1,000.00	\$1,000.00
ADULT PROGRAMS	BR13	\$2,000.00	\$1,000.00	\$1,000.00	\$4,000.00	\$2,000.00
FINE ARTS	BR14	\$0.00	\$0.00	\$5,000.00	\$1,000.00	\$1,000.00
BOARD APPROVED PROJECTS	BR15	\$5,500.00	\$8,000.00	\$8,000.00	\$10,000.00	\$10,000.00
BOOKS CHILDREN	BR16	\$5,000.00	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00
OUTREACH	BR17	\$5,000.00	\$5,000.00	\$2,000.00	\$5,000.00	\$5,000.00
CONSERVATION	BR18	\$1,000.00	\$500.00	\$220.73	\$500.00	\$500.00
DOWNLOADABLE YOUTH AND ADULT	BR23	\$10,000.00	\$10,000.00	NA	NA	NA
TOTAL from unrestricted funds		\$87,500.00	\$83,600.00	\$100,220.73	\$96,872.00	\$87,160.00
LEGACY (excluding Loud and Calista)	BR21	\$1,817.99	\$1,840.00	\$2,040.00	\$1,824.00	\$1,822.00
LOUD	LU01	\$972.27	\$987.00	\$1,095.00	\$980.00	\$977.00
CALISTA	CK01	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
BUILDING	BF01	\$5,290.01	4,983.00	NA	NA	NA
TOTAL from restricted funds		\$8,880.27	\$8,610.00	\$3,935.00	\$3,604.00	\$3,599.00
GRAND TOTAL		\$96,380.27	\$92,210.00	\$104,155.73	\$100,476.00	\$90,759.00

Staffing Policy for Open Library Hours

Minimum Staffing

Three on-duty employees, including one supervisor, comprise the minimum staffing requirement for the library building to be open to the public. If an employee is unable to attend or complete their shift and the staff level falls below three, the library will close, due to a staffing shortage, until a replacement can be found. *See closing procedure below.*

Minimum staffing requirements do not apply to after-hours programs, such as teen events, when library operations (circulation, computer use) are not available and only limited areas of the building are accessible.

Supervisor Staffing Policy

Brooks Memorial Library recognizes that oversight and management of the library building, staff, patrons, and activities is complicated and multifaceted and requires the attention, responsibility and accountability of those employed in a supervisory role during open hours. Thus, it is incumbent that a supervisor should be onsite when the library building is open to the public, with the exception of meal breaks of one half to one hour, when a full-time library specialist may serve as "supervisor in charge".

Schedules will be prepared and distributed in advance to ensure supervisory coverage during open hours. If supervisor needs to adjust their schedule, they must provide advance notice and verify that there will be adequate coverage in their absence or seek a fellow supervisor to substitute.

In the event of an emergency prohibiting the sole supervisor on duty from fulfilling their shift without warning, said supervisor will notify the director immediately. The director will assume the shift or contact other supervisors for availability. If the director cannot be reached, the vacating supervisor will contact the supervisor cohort via phone or text to seek a replacement. In the event that no other supervisor is available, the library will close due to a staffing shortage. *See closing procedure below.*

Staff Shortage Closing Procedure

When closing due to an emergency staffing shortage, an on-duty member of the staff must notify: the library director; the Town Manager; the president of the Board of Trustees; and the Town Communications Officer via email. Signs should be posted on both entrance doors informing the public that the library is closed due to an emergency staffing shortage. Notices should be posted on social media and the website.

Remaining staff on duty may stay on the premises and continue to work on projects and library tasks. They may also deliver reserved materials to patrons at the door. There should not be fewer than two staff members on the premises. By mutual agreement, all employees may vacate the building. If employees elect to leave before the end of their scheduled shift, they may use vacation, personal or comp accruals, for the difference between the hours worked and the end of their scheduled shift, or the time can be flexed in the same payroll period.

Full time, non-exempt employees who fill in on a Saturday after already completing a full week's schedule will be paid their regular rate up to 40 hours. Any time over 40 hours/week will be paid at time and a half.

[Type here]