

FINAL

**LIBRARY BOARD OF TRUSTEES  
KILTON PUBLIC LIBRARY  
Tuesday, June 25, 2019  
7:00 PM**

**MEMBERS PRESENT:** Francis Oscadal (Chair), Susan Weber Valiante (Secretary), Stephen Taylor (Treasurer), Susan Desrosiers, Morgan Swan, Ann Sharfstein (Alt.), and Emma Wunsch (Alt.)

**MEMBERS ABSENT:** Laura Barrett, Laura Braunstein

**STAFF PRESENT:** Sean Fleming (Library Director)

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- 1 **1. CALL TO ORDER** – Chair Francis Oscadal called the meeting to order at 7:00 PM.  
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3 **2. Acceptance of Gifts:** \$25,000 was received from the Library Foundation.  
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5 **3. Approve the Financial Report:**  
6 Treasurer Stephen Taylor sent an email that reported expenditures are running according to budget. The  
7 payroll related costs continue to be below the budgeted amount, and Staff plan to spend more on  
8 maintenance and books early in the year.  
9  
10 Chair Oscadal asked if it is usual to be 75% spent at this time in the year. Mr. Taylor said it is a bit high,  
11 but they spend City funds early in the year and special funds at end of the year.  
12  
13 *A MOTION by Susan Desrosiers to approve the May 28, 2019 Financial Report as presented.*  
14 *Seconded by Ann Sharfstein.*  
15 *\* The MOTION was approved (6-0).*  
16  
17 **4. Approval of Minutes - May 28, 2019:**  
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19 *A MOTION was made by Morgan Swan to approve the May 28, 2019 Minutes as presented. Seconded*  
20 *by Stephen Taylor.*  
21 *\* The MOTION was approved (6-0).*  
22  
23 **5. Committee Reports:**  
24  
25 None  
26  
27 **8. Report from Director:**  
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29 Director Fleming informed the Trustees of the practice of issuing a Letter of Trespass to patrons with  
30 extremely inappropriate behavior. Some of this included belligerence when spoken to, very inappropriate  
31 comments to female staff, swearing and drunkenness. They are prohibited from entering the property,  
32 and the police arrest them if they do. There have been three incidents this year, and the third one  
33 happened today. Director Fleming has been handling these incidents on his own, but he would like the  
34 Board members' input. Ms. Desrosiers suggested contacting City Hall to learn what they would do. Ms.

1 Sharfstein noted that in the public school system, it is done by the school resource officer. She asked if  
2 the letters seem to work. Director Fleming stated that in the library, it does seem to work. When they are  
3 issued, it is quite effective. They haven't had to call the police after the letters were sent, and sometimes  
4 the trespassed individuals apologize. Ms. Desrosiers wondered what other libraries do. Director Fleming  
5 said he could ask other libraries what they do in these situations.

6  
7 Mr. Swan asked if it was putting too much pressure on Director Fleming, and suggested the need for a  
8 clear policy or procedure. Director Fleming wondered if it would be helpful for the group to decide. He  
9 had to assess that day's behavior and decide, which took more deliberation than usual. He wondered if  
10 three people who witnessed the behavior could be involved in the decision. Chair Oscadal noted that  
11 Director Fleming had already consulted others and has not been alone in making decisions on an ad hoc  
12 basis. Director Fleming said it would be helpful to have board members involved. There could be a  
13 description of the behavior(s), a recommendation by the director, and certification by the Board. Ms.  
14 Wunsch suggested documenting each event to have a record. Mr. Taylor agreed that for the safety of  
15 patrons and staff and not to place the entire burden on Director Fleming, there should be a policy. Issuing  
16 a letter with no stated end date would provide flexibility. Director Fleming suggested they be banned  
17 while a decision is considered. Mr. Taylor said a letter could say, "until further notice." Mr. Swan is  
18 concerned about Director Fleming bearing the burden if claims were made against him. He should consult  
19 with peer libraries and come back with some recommendations. Ms. Sharfstein noted that police were  
20 involved in some cases, and those should get a trespass letter while others may have some gray areas.  
21 Ms. Desrosiers recommended that three members of the management team confer to make the decision,  
22 so Director Fleming has backup. Mr. Swan added it would be worth seeing what others do. Ms. Wunsch  
23 suggested talking with cities. Director Fleming agreed. The Board will come back to it in July.

24  
25 Director Fleming continued his report, stating that he would like something put in the CIP process for the  
26 Library renovation. The current number of \$2 million is a place holder, but the final amount hasn't been  
27 set yet.

28  
29 The Children's Librarian job description, which was out of date, has been downgraded from a labor grade  
30 9 to a labor grade 8, and has gone from Union to Non-Union. The updated job description is with human  
31 resources. Some language was missing, causing it to go from a 9 to an 8, but it should be back up from an  
32 8 to 9 when it is finalized.

33  
34 Strategic Planning for the Library – Director Fleming was waiting for Jaki Frisina to come on board  
35 before engaging in this process. Director Fleming talked with Chair Oscadal about whether they need  
36 someone from outside to facilitate the process or if they should go it alone. They would like to involve the  
37 Trustees and others. Chair Oscadal stated it would be useful to set their own goals officially. If they  
38 become overwhelmed, they could look to the outside but not initially.

39 Mr. Taylor said it would be good to have a set time frame and goal and establish a core group to start the  
40 process. They could create an outline of what everyone wants. Director Fleming asked if it should only be  
41 among staff and trustees. Mr. Taylor stated there are many people in the area with expertise in strategic  
42 planning. Director Fleming said it could be expensive to get someone from the outside. Mr. Taylor said  
43 there may be someone from hospital, and he would provide some names.

44  
45 Director Fleming recommended moving the meeting in July from the 23<sup>rd</sup> to 30<sup>th</sup> for more time to work  
46 on the budget. Ms. Sharfstein would not be able to make it then, but the new date was fine with the other  
47 members.

48

1 *A MOTION by Susan Desrosiers to change the next meeting date from July 23 to July 30 and cancel*  
2 *the August meeting. Seconded by Ann Sharfstein.*

3 *\*The MOTION was approved (6-0).*  
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5 **10. Other Business:**  
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7 Ms. Desrosiers asked about the dates of library projects, because many of the dates listed appear to be  
8 expired or perhaps they have just not been cleaned up. Director Fleming said that many projects are in  
9 progress even if the date has gone by. The due date is the target date to actually start it, and some dates  
10 are reminders to check on it. Ms. Desrosiers said they could say “date initiated” or some other label.  
11

12 **11. ADJOURNMENT:**  
13

14 *A MOTION by Susan Desrosiers to adjourn the meeting at 7:38 PM. Seconded by Morgan Swan.*

15 *\* The MOTION was approved (6-0).*  
16

17 Respectfully submitted,  
18 Holly Howes  
19 Recording Secretary  
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