

MINUTES AND REPORT OF COMMITTEE ON ADMINISTRATION

DATE: August 31, 2016

PLACE: Worcester Public Library
3 Salem Square
Worcester MA 01608

DIRECTORS PRESENT: Finkel, Chair; Bejune; Comes; Harrington; Packard

STAFF PRESENT: Dickinson; Stone

1. Call to order.
Finkel called the meeting to order at 11:04 AM
2. The Committee reviewed the Roles and Responsibilities of the Board as it pertains to the Head Librarian review. The Board is to “adopt standards for evaluating Head Librarian’s performance. Reviews Head Librarian’s effectiveness;” the role of the Committee on Administration is to “recommend to the board an evaluation procedure for the Head Librarian.” The Committee reviewed the procedure: Head Librarian submits goals and back up to the Committee on Administration on the designated form; The Committee solicits additional input from the Board and staff; the Committee meets with the Head Librarian in June to review the submission and to determine commendations and recommendations; the form is sent to the full Board with any additional backup; the full Board votes to accept the performance review provided by the Committee on Administration during its September meeting; after approval, the Board president and the Head Librarian sign the form which is then placed in the Head Librarian’s personnel folder and attached to the minutes of the September meeting.
3. The Committee reviewed additional responsibilities of the Committee on Administration
 - 3.1 “The Committee shall have responsibility for all policy matters of a general nature which are not assigned to other committees. 5.2.4b” The Committee requested the Head Librarian to review with senior management all policies and make determinations which ones need to be updated. The Head Librarian would then ensure that the policies would be directed to the appropriate committee; in the absence of a determined committee responsibility, the policy would be directed to the Committee on Administration.
 - 3.2 “The Committee shall recommend to the Board terms of contracts which comply with Chapter 322 of the MA General Laws “Further Regulating Certain Free Public Libraries.” 5.2.4 d” It is unclear if Chapter 322 continues to exist. Dickinson reminded the Committee that the City Solicitor indicated that city departments, including the library, may not sign contracts that extend beyond three years. Bejune stated that he would research the law and make a recommendation as to whether a by-law change is warranted.
 - 3.3 “...In the case of senior level management, the Committee shall assist in the development of qualifications and review applications... The Board shall make staff appointments in accordance with City Ordinance and **Deed of Gift** but shall not be involved in the selection process except in the case of senior management. 5.2.4 e” The

Committee seeks to define “senior management” and determine if this extends beyond the Head Librarian to the Associate and the Coordinators. Given the multiple changes in upper level management and numerous tables of organization, the suggestion was made that the Committee review upper level positions as has been previous practice. The Committee agreed that it is important to view applicants for senior management in order to accommodate the additional responsibility to “periodically monitor the selection process for new library employees for adherence to fair and equitable practice.”

3.4 The Committee recommended that the Executive Committee provide an orientation to all new Directors about the roles and responsibilities of their assigned committees.

4. There being no further business, Bejune moved to adjourn. The meeting adjourned at 12:01.