



Hubbard Public Library
Board of Trustees Meeting
5:00 P.M. Monday, November 14, 2022

AGENDA

I. Call to order

A. ___ *Boyd* ___ *Carstone* ___ *Darko* ___ *Evans* ___ *Ottenberg* ___ *Sauline* ___ *Tucciarone*
___ *Bray* ___ *Hegedus*

B. Excuse absent Trustees

___ *Boyd* ___ *Carstone* ___ *Darko* ___ *Evans* ___ *Ottenberg* ___ *Sauline* ___ *Tucciarone*

II. Agenda

A. Approval of Agenda

___ *Boyd* ___ *Carstone* ___ *Darko* ___ *Evans* ___ *Ottenberg* ___ *Sauline* ___ *Tucciarone*

III. Old Business

A. Motion to approve Teen Fine and Fee Forgiveness Program policy. (policy, procedures, and details enclosed)

___ *Boyd* ___ *Carstone* ___ *Darko* ___ *Evans* ___ *Ottenberg* ___ *Sauline* ___ *Tucciarone*

B. Update on unpaid Leave for employee Heather Phibbs: The approved time off will be delayed from the original requested dates of October 13, 2022 through November 25, 2022 to November 15, 2022 through December 26, 2022.

C. Reading of the Minutes

- October 10, 2022 Regular Board Meeting
- October 27, 2022 Finance Committee Meeting

D. Recognition of guests

- Ken Newell, Friends Liaison

E. Committee Reports

- Finance
 - Report on impact of minimum wage increase on salary schedule and staff wages
- Personnel
- Building and Grounds
- Audit
- Records

IV. New Business

A. Correspondence

B. Fiscal Officer's Report

C. Director's Report

1. Library Activities

a. Department Updates

2. Approval of the updated Job Grading and Salary Structure.
 Boyd *Carson* *Darko* *Evans* *Ottenberg* *Sauline* *Tucciarone*

3. Approval of January 1, 2023 implementation of updated Job Grading and Salary Structure.
 Boyd *Carson* *Darko* *Evans* *Ottenberg* *Sauline* *Tucciarone*

4. Approval of increasing all staff wages by \$.80 an hour beginning January 1, 2023.
Salaried wages to be determined by converted hourly rate.
 Boyd *Carson* *Darko* *Evans* *Ottenberg* *Sauline* *Tucciarone*

5. Motion to approve hiring Erin “Charlie” Pizor as Administrative Assistant, effective November 15, 2022, at the rate of \$10.50 per hour.
 Boyd *Carson* *Darko* *Evans* *Ottenberg* *Sauline* *Tucciarone*

6. Motion to approve posting part time 30 hour per week Circulation Assistant vacancy at \$10.50 per hour.
 Boyd *Carson* *Darko* *Evans* *Ottenberg* *Sauline* *Tucciarone*

7. Motion to approve Progressive Discipline Policy. (draft enclosed)
 Boyd *Carson* *Darko* *Evans* *Ottenberg* *Sauline* *Tucciarone*

8. Motion to approve continued participation in the CLEVNET library consortium for 2023 at the annual cost of \$32,441.61 (a \$213.61 decrease over 2022 costs). This total includes professional services, automation software, resource sharing, and electronic resources. (spreadsheet enclosed)
 Boyd *Carson* *Darko* *Evans* *Ottenberg* *Sauline* *Tucciarone*

9. Motion to approve 2023 Hours of Service. (enclosed)
 Boyd *Carson* *Darko* *Evans* *Ottenberg* *Sauline* *Tucciarone*

V. Items too late for the Agenda

**The next regular Board meeting is scheduled for 5:00 P.M. on
Monday, December 12, 2022.**