

## MINUTES AND REPORT OF COMMITTEE ON ADMINISTRATION

DATE: March 9, 2016

PLACE: Worcester Public Library  
3 Salem Square  
Worcester MA 01608

DIRECTORS PRESENT: Finkel, Chair; Noah; Bejune

STAFF PRESENT: Dickinson; Stone

GUESTS PRESENT: David Moore, City Solicitor

1. Call to order.

Finkel called the meeting to order at 1:01 p.m.

2. Review of the new Board Vacancy Policy

The Committee met City Solicitor David Moore to review a Board Vacancy Policy. Library Board member appointment and approval are within the authority of the City Council. Addressing Board member frequent absences would require referral to the City Council with the Board member having the right to a public hearing. Based on conversation with the City Manager, Moore developed a Board Vacancy Policy. Noah moved that the Administration Committee approve the Board Vacancy Policy as amended by the Committee. The motion was approved.

Bejune moved to recommend to the full Board the new Board Vacancy Policy for approval, effective immediately. Noah seconded the motion.

The motion was approved.

3. Head Librarian Performance Review

Finkel asked the Committee if they had comments regarding the goals Dickinson submitted. The Committee requested Dickinson to insert his stated goals under the three overarching goals in the Head Librarian Annual Performance Review.

Noah asked Dickinson, Where do you find the most satisfaction? Dickinson responded that he finds working with the staff and the changes that he has seen over the past year, to be the most satisfying.

4. Collections and Development and Management Plan

The Committee reviewed the revised Collections and Development Management Plan.

Dickinson reported that with the hiring of a collections librarian, they have the ability to take a full inventory, scan the shelves. The plan represents a modern, appropriate, cleaned up and user friendly method of collection management.

Noah moved to accept the Collection Development and Management Plan and recommend its approval to the Board. Bejune seconded the motion.

The motion was approved.

There being no further business, Bejune moved to adjourn the meeting, Noah seconded the motion.

The meeting adjourned at 2:10 p.m.