

**KENT MEMORIAL LIBRARY COMMISSION
SUFFIELD CT**

Policy Subcommittee Meeting Minutes

Location: Kent Memorial Library (Gallery - Lower Level) - 50 N. Main Street, Suffield CT 06078

Date: Tuesday March 19, 2024 5:00PM

The meeting was called to order by the Policy Subcommittee Chair Despina Tartsinis at 5:05pm

- I. Roll Call : *Policy Subcommittee Members Present* - Despina Tartsinis (Chair), Corbin Adzigirey, Christine Sinopoli, Jim Irwin, and Nina Kendrick.

- II. Review and Discuss Personnel Policies and Bylaws Regarding Personnel Subcommittee, including Library Director Search Committee Formation.

The Commissioners reviewed and discussed the Town Charter re: First Selectman and Library, Town Ordinance re: Library, and KMLC Bylaws regarding the wording of the various entity roles. Commissioner Tartsinis noted that she does not feel there is conflict in the roles and noted that Chapter V clearly identifies the First Selectman’s powers and Paras. E and F clearly provide provisions for coordination and consultation with “boards and commission[s]”. Commissioner Sinopoli requested that we slow down on reviewing the Charter and focus on who has the final say regarding town employees. Commissioner Kendrick referred to Town Attorney Donnelly’s memo of October 2021 which stated that any discrepancies or conflicts among the Town Charter and Ordinances are resolved in favor of the Town Charter and the Charter controls.

The Commissioners moved on to review the KMLC Bylaws and specifically the Personnel Subcommittee, including the duties and responsibilities of its members. Commissioner Sinopoli felt that the Personnel Subcommittee could act as a search committee and should not be charged with formation of a separate search committee. Commissioner Adzigirey expressed concern about overlapping roles, i.e. Personnel Subcommittee as search committee and First Selectman as boss/employer. Commissioner Tartsinis felt that the roles of each compliment the other and asked the members to review again the wording of the Town Charter and specifically Chapter V, Paras. E and F. Commissioner Sinopoli liked the wording of the Charter and the idea of checks and balances. Commissioner Irwin noted that powers are often delegated by the so-called CEO and provided some of his personal work experience on the subject. The Commissioners discussed how other departments recruit department heads. Commissioner Irwin noted that the Board of Finance likewise provides input on the employment of a Finance Director.

The Commissioners reviewed the 5 bulleted descriptions under Personnel Subcommittee in the KMLC Bylaws. After much discussion regarding the duties of the Personnel Subcommittee and composition of the search committee, including size of the committee, it was decided to recommend the following revisions to the Bylaws regarding the description of the Personnel Subcommittee at the next regular meeting of the KMLC:

- Committee to be limited to three (3) designated KMLC Members and one (1) alternate* KMLC Member (*to serve in absence of a designated Member) to be elected at the annual meeting of the KMLC.
- Develop written evaluation criteria and performance goals for the Library Director

- ~~• Maintain an ongoing performance appraisal process with the Library Director~~
- Perform a yearly written evaluation of the Library Director
- Serve as the Search Committee to recruit and employ a new Library Director (when needed)
- ~~• Assist with personnel issues when requested by the Library Director~~

The Commissioners then considered the Search Committee Process and reviewed the "Hiring a Library Director" guidance document that was formulated by the prior KMLC Chair Austin Roberts. Commissioner Tartsinis circulated a modified version of the document entitled "Library Director Search Committee". The Commissioners reviewed and discussed the modified document deleting the section regarding the formation of the search committee since it would be proposed that the personnel subcommittee serve as search committee. After review of the Search Committee Process, the Commissioners made some clerical changes for uniformity among documents (i.e., Head Selectman changed to First Selectman, and HR Representative changed to HR Director), and opted to include First Selectman involvement in the second interview process, along with a footnote referencing the cooperative roles of the First Selectman and the KMLC in the recruitment and hiring process per Town Charter Chapter V, Para. F, and Sec. 71-4 of the Town Ordinance. The new guidance document will be circulated to the full KMLC in advance of the next regular meeting for review and consideration.

III. Discuss Topics and/or Policies of Concern to be Addressed at Future Meeting(s)

Commissioner Adzigirey and Commissioner Kendrick recommended that the subcommittee address the following items at upcoming meetings:

- (a) Vacancies on the KMLC and Timing of Replacement Commissioners;
- (b) Election of Officers, i.e., election in December or January of each year;
- (c) Photography & Filming Policy; and
- (d) Collection & Development Policy, i.e., what is a well-balanced collection, decision making and accountability for purchases, also acquisition history.

Commissioner Tartsinis suggested that members research the aforementioned topics and policies and look at how other library policies are worded, and share what they discover on each topic at a future meeting of the subcommittee.

IV. Adjournment: The meeting was adjourned at 6:59pm.

Respectfully submitted,

Despina C. Tartsinis
Chair of the Policy Subcommittee