Staff Meeting Minutes
November 6, 2014

- Housekeeping
  - Cards containing contact information for all staff members will be kept in two places: Abby's office and the circ office next to the telephone.
  - Copier paper: Packages with the orange butterfly logo are for the color copier only. If you put the color copier paper in the cabinet, label it to indicate it is for color copier only.
  - Abby met with the executive board of the trustees and showed them the proposed organizational chart. At the November board meeting she will give the board her vision: first build the foundation.
  - Theresa informed everyone of a new form for reimbursement to complete when we spend our own money for library expenses over $20. The print copy is in the forms notebook and there is an electronic copy in staff Google RFL News/Forms.
  - Deb will be counting cash register money with Theresa. There will be $175 to start the week with. Circ staff should guesstimate about $100 to put in the drawer each morning but don't put all the money from the safe in the drawer.
  - Theresa asked that invoices be given to her promptly so she can provide an accurate amount to the board each month. If items are received in October the invoice should get to Theresa by the second week of November.
  - Theresa and Abby are looking at investment possibilities.
  - Sick leave pool issue went to the policy and planning committee and will be coming back to staff for us to work on.
  - Pages' pay was increased and personnel committee will determine if the increase will be retroactively paid.
  - The current day's and Sunday's *Rutland Herald* are being kept at the circ desk because of theft. Patrons must ask for it but at this time we are not asking for a card or anything as collateral.
- Volunteers
  - Abby will be meeting with Mary Mello about volunteer orientation and using the upstairs meeting space for volunteers so there is less congestion in the circ office.
  - It was pointed out that a volunteer policy is needed. Abby has a safety and orientation checklist to adapt for volunteers. Abby said she and Randal will do the basic orienting and safety stuff for volunteers then volunteers will be responsible to staff for whom they are doing work.
  - Gretchen pointed out that some volunteers lack the knowledge they think they have so all volunteers should be given a standard handout of basic information. There will be volunteer job descriptions that both the staff supervisor and the volunteer sign. Legally we have to be careful what jobs are given to volunteers to avoid displacing paid workers. The volunteer descriptions will clearly delineate what tasks a volunteer may and may not do.
  - Vermont Associates are paid so they fall into a different category, as does anybody who receives a stipend, since they are compensated for their work here.
- Customer service
  - A patron was very upset about items that were overdue. After the Koha upgrade glitch when predue notices weren't sent, the patron has lost faith in the system. Deb suggests we add to our notice wording to indicate that the notices are a courtesy only and patrons are still responsible for returning items on time. We should make patrons aware that we aren't responsible if they don't provide an updated email address and let them know that messages may go to spam.
  - June asked about food and drink in the library because a patron asked if he could eat his lunch here and we should all be consistent in our response. The policy is

currently being reworked but the old policy forbidding eating and drinking is still posted around the building. We agreed that eating and drinking is allowed except in the Vermont Room. Preferably drinks will be covered.

- Severe weather policy. We went over the draft policy line by line.
    - Snow and ice need to be included.
    - Some items in the policy are actually procedural so severe weather procedures need to be written. Anita suggested that if we are evacuating to the basement then the inner doors can be locked and the public will still be able to come in the building and come down to the basement. The in-charge person will be the one responsible for going around the building alerting staff, volunteers, and patrons to congregate in the designated safe spot.
    - We need a checklist for the in-charge person to follow in cases of emergency. Abby suggested we also practice by acting out the procedures.
    - In order to stay open there must be three staff members. If severe weather means there are fewer staff members, the library must close.
    - Employees must follow orders unless unsafe or illegal.
    - Karen, Abby, and Janet will continue to work on the severe weather policy.
- Meeting room policy. We started going over the policy line by line but did not have time to go through it all.
    - Current draft will be amended to show that the Fox room cannot be booked on a weekly or monthly basis.
    - Abby would like the small meeting room to be scheduled regularly for quiet time during which patrons can use it as a quiet area.
    - Randal has tested the online room request form and it is working.
    - Caroline requested the time of the request be added to the meeting room form.