

**James E. Nichols Memorial Library
Board of Trustees Special Meeting
Saturday, September 30th, 2023**

Minutes

I. Call to Order:

The meeting was called to order at 1:15 pm by A. Xavier.

In attendance were Chairperson Ann Xavier, Treasurer Karen Ponton, Trustee Stephany Marchut Lavallee, Trustee Sandy Frost, Alternate David Hughes (voting in place of Secretary Corina Locke who could not be in attendance), Trustee Emeritus Bette Miller (non-voting member), and Alternate Clara Gamboa de Levin (non-voting member).

II. Order of Agenda and Additional Items:

A. Staffing update:

A quick summary of the previous week's offers by the Board for Library staff positions was shared. The highlights are that although a candidate for the librarian position declined the Board's offer an Interim Librarian/Director will be starting Thursday, October 5th, 2023, and a Librarian Assistant will be starting on Monday, October 2nd, 2023.

S. Frost and K. Ponton will be meeting the new hire staff and walking them through their various onboarding paperwork and tasks.

B. Non-public session entered at 1:18 pm

Motion by K. Ponton, seconded by S. Frost to move into a non-public session.
Rollcall - A. Xavier, K. Ponton, S. Marchut Lavallee, S. Frost, D. Hughes, B. Miller, C. Gamboa de Levin, and applicant for Temporary Library Assistant Calista Maccabee.
Passed unanimously.

The Board spoke with a candidate regarding her experience and resume.
The candidate left the non-public session.

The Board reviewed candidates background.

K. Ponton makes a motion, seconded by S. Marchut Lavallee to hire C. Maccabee as Temporary Library Assistant to work on Tuesdays at \$19 an hour for up to 8 hours a day, starting on October 3rd, 2023, and up to December 31st, 2023 if needed, at the discretion of the Library Director. Passed unanimously.

Motion by K. Ponton, seconded by S. Marchut Lavallee to move out of non-public session. Passed unanimously.

The non-public session ends at 1:33 pm.

A. Xavier reconvenes the public meeting. She reports that C. Maccabee accepted the temporary Library Assistant position.

III. Adjournment

Motion by S. Frost, seconded by D. Hughes to adjourn the meeting. Passes unanimously.

The meeting adjourned at 1:55 pm.

Respectfully submitted,
Clara Gamboa de Levin
Trustee