



**Hubbard Public Library**  
**Board of Trustees Meeting**  
**5:00 P.M. Monday, June 13, 2022**

**AGENDA**

**I. Call to order**

A. \_\_\_ *Boyd* \_\_\_ *Carson* \_\_\_ *Darko* \_\_\_ *Evans* \_\_\_ *Ottenberg* \_\_\_ *Sauline* \_\_\_ *Tucciarone*  
\_\_\_ *Bray* \_\_\_ *Hegedus*

B. Excuse absent Trustees

• \_\_\_ *Boyd* \_\_\_ *Carson* \_\_\_ *Darko* \_\_\_ *Evans* \_\_\_ *Ottenberg* \_\_\_ *Sauline* \_\_\_ *Tucciarone*

**II. Agenda**

A. Approval of Agenda

\_\_\_ *Boyd* \_\_\_ *Carson* \_\_\_ *Darko* \_\_\_ *Evans* \_\_\_ *Ottenberg* \_\_\_ *Sauline* \_\_\_ *Tucciarone*

B. Recognition of Guests

- Kenny Newell, Friends Liaison

**III. Old Business**

A. Reading of the Minutes

- May 10, 2022 Regular Board Meeting
- May 12, 2022 Finance Committee Meeting
- June 8, 2022 Personnel Committee Meeting

B. Committee Reports

1. Finance

- Report
- Approval of recommended total allocation of \$18,000 for staff merit increases.

\_\_\_ *Boyd* \_\_\_ *Carson* \_\_\_ *Darko* \_\_\_ *Evans* \_\_\_ *Ottenberg* \_\_\_ *Sauline* \_\_\_ *Tucciarone*

2. Personnel

- Report
- Approval of recommended individual merit increases and bonuses for staff to be applied beginning with July 15, 2022 payroll. (spreadsheet enclosed)

\_\_\_ *Boyd* \_\_\_ *Carson* \_\_\_ *Darko* \_\_\_ *Evans* \_\_\_ *Ottenberg* \_\_\_ *Sauline* \_\_\_ *Tucciarone*

- Approval of lump sum bonus in the amount of \$1060 to Sharyn Tiffany payable with her final paycheck on June 30, 2022.

\_\_\_ *Boyd* \_\_\_ *Carson* \_\_\_ *Darko* \_\_\_ *Evans* \_\_\_ *Ottenberg* \_\_\_ *Sauline* \_\_\_ *Tucciarone*

- Director and Fiscal Officer compensation to be decided by full Board.

3. Records

4. Building and Grounds

5. Audit

**IV. New Business**

A. Correspondence

B. Fiscal Officer's Report

C. Director's Report

1. Library Activities

- Department Reports

2. Approval of updated Circulation Leader job description. (draft enclosed)  
 \_\_\_ *Boyd* \_\_\_ *Carstone* \_\_\_ *Darko* \_\_\_ *Evans* \_\_\_ *Ottenberg* \_\_\_ *Sauline* \_\_\_ *Tucciarone*
3. Retroactive approval to repost full time Circulation Leader position at the starting rate of \$14.60 per hour. Per Board President Tucciarone’s approval and Personnel Committee’s awareness the position was posted June 2, 2022.  
 \_\_\_ *Boyd* \_\_\_ *Carstone* \_\_\_ *Darko* \_\_\_ *Evans* \_\_\_ *Ottenberg* \_\_\_ *Sauline* \_\_\_ *Tucciarone*
4. Retroactive approval to repost 30 hour per week Circulation Assistant position at the starting rate of \$10.50 per hour. Per Board President Tucciarone’s approval and Personnel Committee’s awareness the position was posted June 2, 2022.  
 \_\_\_ *Boyd* \_\_\_ *Carstone* \_\_\_ *Darko* \_\_\_ *Evans* \_\_\_ *Ottenberg* \_\_\_ *Sauline* \_\_\_ *Tucciarone*
5. Retroactive approval to post 20 hour per week Circulation Assistant position at the starting rate of \$10.50 per hour. Per Board President Tucciarone’s approval and Personnel Committee’s awareness the position was posted June 2, 2022.  
 \_\_\_ *Boyd* \_\_\_ *Carstone* \_\_\_ *Darko* \_\_\_ *Evans* \_\_\_ *Ottenberg* \_\_\_ *Sauline* \_\_\_ *Tucciarone*
6. Approve 9 additional hours per week for 20 hour Circulation Assistant to be scheduled as needed in order to accommodate hours of operation until vacancies are filled.  
 \_\_\_ *Boyd* \_\_\_ *Carstone* \_\_\_ *Darko* \_\_\_ *Evans* \_\_\_ *Ottenberg* \_\_\_ *Sauline* \_\_\_ *Tucciarone*
7. Request approval to adjust hours of operation until vacancies are filled as follows:
- Beginning July 2, 2022
    - Monday – Thursday 9 AM – 8 PM
    - **Saturday CLOSED**
  - Beginning the week of July 17, 2022
    - **Monday 9-5**
    - Tuesday 9 – 8
    - **Wednesday 9 – 5**
    - Thursday 9 – 8
    - Friday 9-5
    - **Saturday CLOSED**
- \_\_\_ *Boyd* \_\_\_ *Carstone* \_\_\_ *Darko* \_\_\_ *Evans* \_\_\_ *Ottenberg* \_\_\_ *Sauline* \_\_\_ *Tucciarone*
8. Request approval to hold the School Supplies for Fines Drive from July 25, 2022 to August 8, 2022 where patrons may donate three packaged items for up to \$5.00 off or five packaged items for up to \$10.00 off, excluding lost, damaged, and referral fees.  
 \_\_\_ *Boyd* \_\_\_ *Carstone* \_\_\_ *Darko* \_\_\_ *Evans* \_\_\_ *Ottenberg* \_\_\_ *Sauline* \_\_\_ *Tucciarone*

**V. Items too late for the Agenda**

**The next regular Board meeting is scheduled for 5:00 P.M.  
 Monday, July 11, 2022.**