

Richfield Springs Public Library
Board of Trustees Meeting Minutes

June 17, 2019

Present: Alice Mahardy, Michael Marmet, FaithAnn Young, Kaitlyn Forbes, Jackie Hinckley

Michael Marmet called the meeting to order at 3:35 pm.

The board reviewed the incident reports dated May 31, 2019, June 5, 2019 and June 6, 2019.

The board discussed hiring a part time employee to assist with extra hours during the summer and year, when needed.

Kaitlyn presented this job description/advertisement to the board:

Library Clerk will be responsible for:

- *Being present at the circulation desk when the library director and library clerk are unavailable to provide coverage*
- *Perform circulation desk tasks, including checking in and out books, placing holds, creating and modifying user accounts and answering reference questions*
- *Assist with computer questions and operations*
- *Complete daily statistics tracking*
- *Reshelve books, straighten areas of the library*
- *Assist with program preparation and special projects from the director*
- *Assist with summer reading programs and preparations*

The Richfield Springs Public Library is seeking a dynamic individual to assist with desk coverage during the summer reading program. This person should be familiar with the Richfield Springs Public Library and ready to work with families and children in a fast paced environment. This person needs to have their high school diploma or GED. Up to 10 hours a week, minimum wage. The Richfield Springs Public Library is an equal opportunity employer. Please send a resume, cover letter and letter of reference to Richfield Springs Public Library at PO Box 1650, Richfield Springs, NY 13439 or rs.forbes@4cls.org

FaithAnn made a motion to have up to 10 hours per week at minimum wage added to the budget of the Richfield Springs Public Library in order to hire a part time, as needed, library clerk. Jackie seconded this motion. All were in favor. Motion passed.

Alice made a motion to accept the job description as presented, subject to modification to meet civil service guidelines. FaithAnn seconded this motion. All were in favor. Motion passed.

A motion was made to adjourn the meeting at 4:15 pm. All were in favor. Motion passed.

Respectfully submitted,

Kaitlyn Forbes