

## DPL Trustees Workshop - June 22, 2016

In Attendance: Bill Schoonmaker, Nancy Webb, Charlotte Ramsay, Jenna Roberts, Dianne Thompson, and Tom Madden. Excused Toby Ball, Susan Roman, Roni Pekins, and Carolyn Singer.

1. Call to Order: 7:10
2. Approval of meeting agenda: Charlotte moved, Nancy seconded. Approved.
3. Updates from the Chair and Director:
  - Tom's resignation – Tom will start August 15 at Brewster Academy. Congratulations to Tom! We will be sorry to see him go but recognize that this is a great opportunity for him. Staff is being notified by Tom personally. Jenna suggested that we begin to get our plan of action into place. Tom and Jenna are working on his duties, challenges, partners, so that we can put together a job description. Charlotte said that we do have a job description - position overview, but it has not been finalized. We need to finish that and draw up a contract because we need that for new hire.
    - Charlotte is to send description to Jenna.
    - Tom will find three examples of job search descriptions
    - Process and interview timeline. Need to develop. Emphasis on getting good person in place.
    - Will need to find an interim. Could ask Nancy Miner, Susan Morong, or temporary people who do this. Tom suggests that Nancy knows most of his duties. Perhaps Susan could be an assistant. Challenge is that this is budget season. We need someone with strong fiscal skills. Tom will try and get as much of budget done as possible, but there will still be challenges in terms of monetary management.
    - Can we try and meet on July 13<sup>th</sup>?
    - Charlotte will research the temp opportunity. Tom will get info for her.
    - Tom will ask Susan if she would be interested in either interim director or assistant.
    - Jenna will work on position description.
    - Will wait to do timeline at board meeting and hiring process. Jenna will work on a model.
    - Todd Selig has offered the town resources to help us. For example help with financial procedures. We appreciate his support.
  - Party for Tom: Friday the 22<sup>nd</sup>. 4-6 PM. Nancy will coordinate. Dianne will help. Friends, staff, Tom's family. Tom wants low key. Open house. Lena 793-3907. 702-3236 – Tom's cell phone number.
4. Charlotte moved that we table approval of 6-8 minutes. Bill seconded. Approved.
5. Tom's report on budget:
  - Staff pay and staff hours are important topics in developing budget. Tom presented spreadsheet of salary comparison in state. Tom took minimum average salaries as basis for proposed increases in salary. If we did this, budget would go up 8-10% without increasing any other items, a number of which are not adequately funded. This does represent an

additional 15 hours of staffing time. Action Item: Tom will get us the proposed salaries and number of hours/employee. Tom is the only salaried person.

6. New Business –

- Board will take up hiring of new director.
- Dianne knows someone who can help us with looking at a 3-d printer.
- Jenna will put something in the Friday updates about our process and Tom's leaving.

7. Adjournment: Bill has moved to adjourn. Nancy seconded. Agreement. Adjournment at 9:05.