

# Holland Public Library

## Board of Trustees

### Library Employee Concerns Meeting Minutes

Meeting Minutes for April 3, 2023

Members Present:

- Jennifer Gumlaw, Trustee
- Steve Anderstrom, Trustee
- Shannon Horn-Eldred, Trustee
- Megan Metcalf, Library Assistant
- Beth Crosby, Library Assistant

Meeting was called to order at 4:31 pm.

Employee Concerns:

- Employees have risen concerns about communication between the director and the library staff
  - o Communication is curt and brazen.
  - o Communication is not done in a productive manner
  - o When employee issues arise, there are no teaching opportunities available.
- Training
  - o Training of new employees has been lacking.
- Team Meetings
  - o Moving forward, a member of the board should attend all Library Staff meetings
- Coverage for employees
  - o It appears that the library is closed fairly often when one of the library staff has to call out and none of the other Library Assistants cannot cover for them.
- Concerns of director's in-house work hours.
  - o It looks as though the director has not been working all of the required weekly in-house hours.

Online Access to Board Meetings:

- We should start using the town's Go To Meeting in order to provide online access to anyone wanting to attend the board meeting who cannot do so in person.

An executive meeting will be held on April 11<sup>th</sup> at 4:30 pm at the Library.

The meeting was ended at 5:52 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary