



**RUSSELL LIBRARY**

123 Broad Street, Middletown, CT 06457

Hubbard Room of the Russell Library

Tuesday, October 18, 2016

6:00PM – 6:30PM – Supper Available

6:30 PM – Meeting Begins

**Agenda**

1. **Call to Order at 6:30PM - Geen Thazhampallath, President**
2. **Public Session/Comment**
3. **Approval of Minutes**
  - **MOTION:** Move to approve the Regular Trustees Meeting of Sept. 20, 2016.
4. **CEO's Report** (Approx. 10 minutes)
  - General update
5. **Old Business** (Approx. 15 minutes)
  - a. **Building Alteration Project:**
    - **MOTION:** Move to Approve a City Bonding Request for \$749,500 to perform lobby, technology infrastructure and other public facility improvements to the Russell Library 123 Broad Street facility as detailed in the summary bonding request summary document and to submit such bonding request and related summary documents to the appropriate City departments, Council subcommittees and to the City Council for formal approval at the Council's upcoming meetings.
  - b. **Change in the Library Director position title**
    - **MOTION:** Move to approve the title of Library Director & Chief Executive Officer for the position formerly known as the Library Director and that such change would be reflected hereafter in Board By-Laws (pending approval through that separate approval process), stationery, branding documents and future internal and external communications.
  - c. **Benefit Language Revisions** pertaining to: Chief Executive Officer (formerly known as Director) (1), Chief Public Services Officer and Chief Administrative Services Officer (formerly known as Asst. Directors) (2), Administrative Asst. (new position) (1), Director of Property Management and Security (formerly known as Head of Facilities and Security (1), and Director of Finance and HR Administration (new position) (1)
    - **MOTION:** Move to approve that the positions of Library Director & Chief Executive Officer (Matthew K. Poland), Chief Public Services Officer (Brandie Doyle), and Chief Administrative

Officer (open) shall be provided with the same benefits structure, during employment and upon retirement as the City of Middletown Exempt Management group as outlined in the City's Personnel Rules and that communication of such benefit change be made to the appropriate City departments such as Payroll and Insurance.

- **MOTION:** Move to approve that the positions of Director of Property Management and Security (Robb Prchal) and Director of Finance and HR Administration (Lynn Harlow) shall be provided with the same benefits structure during employment and upon retirement as detailed in the UPSEU and City of Middletown collective bargaining agreement for 2015 to 2020.
- **MOTION:** Move to approve that the position of Executive Assistant (open) shall be provided with the same benefits structure during employment and upon retirement as detailed in the Russell Library Company and AFSCME Local 1303-85 collective bargaining agreement for 2014 to 2017.

**d. By-Law Approval First Reading/Review:** (Approx. 30 minutes)

- **MOTION:** Move to approve, in 1<sup>st</sup> reading, the recommended changes to the Board By-Law as presented by the Policy Committee

**6. New Business**

**7. Committee Reports and Recommendations:** (Approx. 10 Minutes)

- a. Finance & Audit Committee Report(s)-**Andy Becker, chair**
- b. Policy Committee Report-**Bruce Markot, chair**
- c. Facilities & House Committee Report-**Steve Nelson, Chair**
- d. Human Resources Committee Report-**Tisha Zawisky, chair**

**8. Adjournment**

**NOTE: Supper will be available for trustees starting at 6:00PM. The meeting will start promptly at 6:30PM.**

**NEXT MEETING: TUESDAY, NOVEMBER 15, 2016**