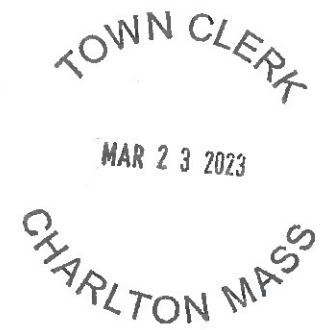


Board of Trustees of the Charlton Public Library

February 28, 2023 6:30 P.M.

Call to order at 6:34pm



Present: Karen Wall (Director), Stefan Sage, Cheryl Meskus, Fran Mower, Sherri Westbury; Fiona Ryder

Special meeting of the Board of Trustees has been called.

1. Review of the yearly report of the Library Trustees as presented by Fran, Motion made by Cheryl and 2nd by Fiona R. to approve the report. All in favor. Karen will deliver the report to the Board of Selectmen office.
2. Karen W. – Reviewed the new Town of Charlton (TOC) Personnel Policy regarding breaks, and explained how this policy differed from what the staff in the library had been allowed to do for many years. The staff has been allowed to take their half hour paid lunch plus their two paid 15-minute breaks together to have a one-hour lunch break. Under TOC Personnel Policy this is not allowed. They cannot combine these breaks. This effects non-exempt employees who work 37.5 hours. Karen has been working with the Town Administrator and Human Resources to come up with a solution that will work for the Library Staff and continue to remain compliant with the TOC Personnel Policy. The recommended solution is to offer the employees the option of coming in one half hour earlier, so that they can still take an hour lunch break if they wish. They would still be required to take their two 15-minute breaks. They would have to do this option everyday they work; it would not be allowed to change on a daily basis. Or the other option is to follow the TOC Personnel Policy on breaks which is to have a half hour lunch break and 2-15 minute breaks, all of which are separate from each other. Karen requested approval from the Trustees regarding this change in policy and she will then propose this to the Town Administrator and Human Resources for final approval, after which she will present this to the library staff. They will then be able to select which option they desire on an individual basis. Motion was made by Sherri W. and 2nd by Fran M. with all in favor to approve the motion.

Motion to adjourn at 7:45pm by Fran M. and 2nd by Fiona R. All in Favor.

Accepted 3/21/23

Stefan Sage
Sherri Westbury