

Chaplin Public Library  
Board of Trustees Special Meeting  
Salary Study Committee  
July 18, 2022

Jeanette Haines called the meeting to order at 7:45 PM. Members present were Jeanette Haines, Brian Cohen and Adele Swart.

Brian Cohen made a motion to approve Jeanette Haines as Chair. The motion was seconded by Adele Swart and carried unanimously. Jeanette moved to approve Brian Cohen as Vice Chair. The motion was seconded by Adele Swart and approved unanimously. Brian Cohen moved that Adele Swart be Secretary; the motion was seconded by Jeanette Haines and approved unanimously.

Jeanette reviewed the task at hand: to increase the merit pay and hours for the Library Director.

Brian Cohen distributed a document from the CT Population Estimate by town to compare other towns of Chaplin's size. He also included the number of hours comparable towns employ their library director, and the towns' median income.

Jeanette Haines' research showed the Library Directors' salaries of towns with similar population and hours worked per week. She will continue to gather information.

According to the CT Library Division Region 3 (Tolland and Windham Counties) Chaplin's Library Director ranks in the lower 25<sup>th</sup> percentile for salaries although the 50<sup>th</sup> percentile or above is typically the rate for someone considered reasonably competent and performing up to normal expectations.

Jeanette Haines reported that our Library Director has had no merit pay increase in the 5 years she has served as Director and had three prior years as a Library Assistant. Brian Cohen suggested that the Board request a monthly discretionary four hours a week to provide compensation for the time necessary to research,

plan and facilitate programs, attend meetings, apply for grants and complete required reports.

Adele Swart will gather data on the financial benefit of the grants the Director has brought to the town in the last year.

The next meeting will follow the Chaplin Library Board of Trustees meeting on August 15<sup>th</sup>.

Brian Cohen made a motion to adjourn (8:20 PM), seconded by Adele Swart and carried unanimously.

Submitted by Adele Swart