

## MINUTES AND REPORT OF COMMITTEE ON ADMINISTRATION

DATE: January 8, 2016

PLACE: Worcester Public Library  
3 Salem Square  
Worcester MA 01608

DIRECTORS PRESENT: Finkel; Noah; Bejune

STAFF PRESENT: Dickinson; Stone, Chen; Rubert-Silva

1. Call to order.

Finkel called the meeting to order at 1:02p.m.

2. Director Attendance

Packard discussed concerns when directors exceed the three absences required by the rules of directors. Absences both limit the work of the full Board and committees as well as potentially leaving the Board short of a quorum for conducting business. Packard met with the City Manager who recommended she send letters to directors whose absences exceed the limit. She did this and requested the committee to bring to the Board's attention the possibility of referring the absences to the City Council which can take steps to remove the director; alternatively, the Board can alert any directors that they may continue their presence on the Board until such time that attendance warrants a referral to the Council

Bejune moved to review director attendance at the next Board meeting, January 12, 2016. This item will be on the agenda for that meeting.

3. By-law change

At the December meeting, the Committee recommended a by-law change to update the procedure for the Head Librarian performance review.

The Committee reviewed and approved the language. The by-law change will be on the next Board agenda, January 12, 2016, and will require a 2/3 vote for passage.

4. Head Librarian Performance Review procedure

The Committee reviewed and edited the revised procedure document which will be presented to the Board for approval.

5. Exhibit Policy

The Committee reviewed with staff changes to the Exhibit policy. After discussion, the Committee requested that staff continues to revise the policy and present at a later Administration Committee meeting.

6. There being no further business, Noah moved, seconded by Bejune to adjourn the meeting.

The meeting adjourned at 2:07 p.m.