

October 17, 2018 (special meeting)

Eve Ermer, Anne Mallary, Theresa Fitzgerald, Jean Wolfe

Discussed Library Custodian Job description

- Edited job description and custodial log
- Will discuss and approve at a regular meeting
- Eve will send draft copy to all Trustees and Librarian

Reviewed Library Custodian position

- Discussed need for substitute custodian
- Reviewed VLCT job application, need to tailor to our needs

Discussed where to advertise position

- Town website
- Front porch forum
- The Herald (for 2 weeks)

Theresa presented the Town's official time card for hourly-paid Library employees to use.

Action Items

- Eve- update job description
- Theresa- update custodial log and time card
- Jean- will talk with Administrative Assistant about hiring procedure and advertising
- Anne- contact Judy Howe about picking up trash to take to transfer station

Adjourned at 7:20 PM