

**DIGHTON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES**  
**April 1, 2021**  
**6:00 PM**

*Due to the increasing concern surrounding the Coronavirus pandemic, this meeting was open to the public through the Zoom Conferencing platform. A recording of the meeting was aired on Comcast Local TV 9 and posted on the Town of Dighton YouTube Channel.*

Call to Order Trustee Meeting Started at 6:03 with Zoom by Ron O'Connor, Board of Trustees, Chair  
Roll Call – Ron O'Connor, Chair; Eve Cabral, trustee; Alison Cembalisty, trustee; Jocelyn Tavares, library director

With a virtual meeting, a roll call vote should be taken, so that it is absolutely clear what the outcome of the vote is. The meeting must be completely audible. The meeting is recorded.

Personnel

- Performance evaluation of the Library Director.
- Ron gave a general statement of appreciation through the year of the pandemic.
- Trustees received Jocelyn's self-evaluation through email. They each individually evaluated her.
  - **Job Knowledge/Skills:** Jocelyn reported it was a challenge to evaluate this year. It was a spotty year. She was unsure how to approach the evaluate: inconsistent in job performance in general. Job knowledge is a metric that would probably not change year to year, but covid added an extra layer of challenges in how to work in the library, working from home, how to help the staff. 3.5 She felt covid added an extra layer of complication to self evaluation.
    - Ron appreciated those thoughts. He added these are extraordinary times and that the library operated with limited assistance from the board. Job skills and knowledge changed on a regular basis.
    - Alison agreed with Ron. Piece with covid and without, there was no real need to get involved. We know it ran as best as it could. 4 – 5
    - Eve felt the same way. Limited resources and help from anyone.
  - Consensus score: 4.5
  - **Quality of work:** Jocelyn just commented we did what we could as well as we could. 3.5
    - Eve said you do the best you can. You get what you need to get done done. You offer what you can. 4
    - Alison agreed. Just from the issues that needed to be handled and the different phases and patron feedback. Employees went above and beyond for patrons. 4
    - Ron explained that 4 was an above average score. Dighton reminded impact of covid plus the safety concerns of the library. He agrees with the score of 4.
  - Consensus score: 4
  - **Planning and organization:** Jocelyn felt she had to be more organized because the staff was split amongst two buildings, communication was more important,

and at one point all staff was working from home. Everyone had to be more flexible. 4

- Alison thought it was above average. She mentioned that there were probably more needs to be organized in juggling staff, a different element in the library. Providing service for patrons with these conditions. 4
  - Eve agreed with Alison. 4
  - Ron agreed, keeping the moving parts in the right direction was key to getting through this pandemic. 4
  - Consensus score: 4
- **Teamwork/attitude:** Worked hard to uphold commitment to patrons. Staff try hard to not waiver on that point as a library. On a personal level, Jocelyn is feeling strain of the pandemic a year out and is hopeful that it is not viewable to patrons. 4.5
- Ron agrees with the commitment to patrons. 4.5
  - Alison agrees with Ron. 4.5
  - Eve agrees with both. Attitude is always positive. Take everything in stride, ready to face challenges. 4.5
  - Consensus score: 4.5
- **Dependability:** Everything has a color of pandemic for the year. Deadlines are fluid, more cautious if ill, more tenuous. Staff and myself filled in and pitched in where we could.
- Eve agreed, we all did what we could to help each other through the gaps of the pandemic. 4
  - Alison agreed, but found hard to evaluate because she is not here in the daily mix. 4
  - Ron thought the underlying thought was giving best effort during normal times and during times of emergency (one of the bullets) of measure. 4
  - Consensus score: 4
- **Independent Initiative:** Everyone has gone had to go through independent initiative because of the pandemic. We are forced to try new things. It's been a little while to get zoom programming off the ground. 4
- Alison agreed with above average. You have been doing independent work. It has been more so with the library not open during the pandemic. Looking for ways to move forward with a closed building is an example. 4
  - Eve agreed with Alison. 4
  - Ron also agreed. There was no playbook for pandemic operations. Many ways to improvise. 4
  - Consensus score: 4
- **Leadership and Managerial effectiveness:** Jocelyn believes she has trust of staff. This time has been tough on them. Would not be as successful without the staff. 4
- Ron again acknowledged the challenging year and thanked the staff for their hard work. The leadership made it possible.
  - Eve thought a 4
  - Alison agreed.

## Goals

Jocelyn included some of the last year goals. The strategic plan was completed. Staff is currently working on office space because of the upcoming work in the library. (Will be meeting with Town Administrator, Fire Chief, and Building Inspector next week). The inventory of donated town reports and documents is done.

Potential Goals for next year: website more secure, Jocelyn has been working on that  
Ron had the concept of the library doing things in a virtual way, how we can integrate virtual programming with in-person programming  
Look at things that worked during the pandemic that we should continue in the future

Goal score is a total of 2

Alison moved to accept the performance evaluation of Jocelyn Tavares. Eve seconded.

Ron O'Connor: Aye

Eve Cabral: Aye

Alison Cembalistry: Aye

Motion passes.

Adjournment Eve moved to adjourn the meeting. Alison seconded.

Ron O'Connor: Aye

Eve Cabral: Aye

Alison Cembalistry: Aye

Motion carries. Meeting adjourned at 6:46