

**Community Library Network
Board of Trustees Special Meeting Minutes
October 9, 2019
Post Falls Library**

We Empower Discovery

Trustees present: Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale

Staff present: John Hartung

Guest: Megan Hudson

Call to order: The meeting was called to order at 2:00 pm.

Roll call: All present

Board received a resignation letter from attorney John Cafferty and a copy of the agenda for the October 10, 2019 all staff day.

Director left the meeting at 2:07.

Facilitated Discussion of Transitional and Succession Plans: Megan Hudson

Board Chair provided an update that a qualified member of the public declined the board's overture to become treasurer. Brief discussion ensued regarding the treasurer duties as defined by Idaho Code. Board also reviewed the library director description located at 33-2721.

Megan Hudson facilitated a dialogue about initiating an executive search. She recommended boardsource.org as a resource, as well as RACI. One suggestion the Board can employ is to consult with existing staff and use them as a sounding board for ideas. Board reviewed 2 rough drafts of a job description. Megan advised Board to create a list of knowledge/abilities that the candidate must possess. Fish suggested prioritizing contemplated duties or designating those that are most important. Blank and Meyer would like detail added concerning the district's characteristics and an explanation of CIN. Board would like to review the job description for the Assistant Library Director to help understand the division of labor between the positions and to avoid overlap with the Library Director job description.

Veale left the meeting at 330.

Megan suggested to the Board that they discuss and agree on starting salary, benefits, and relocation package (if any). Also, Board needs to be aware that publications generally have a 30-day lead time from receipt to listing/posting the job. Board consensus appeared to be to final job description no later than December with goal to have it published in January. Megan identified that some recruiters specialize in locating suitable candidates for library director positions. A recruiting service generally runs background checks, conducts initial interviews, and narrows down the applicant pool for consideration. Fish advised such services can be costly (if based on a percentage of the starting salary). Megan is willing to continue advising the Board throughout the process on an as needed basis.