

**Community Library Network
Board of Trustees Special Meeting Minutes
Thursday, December 12, 2019
Post Falls Library**

We Empower Discovery

Trustees present: Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale
Staff present: John Hartung, Anne Abrams, Rebecca Melton, Janelle Sells

Call to order: The meeting was called to order at 2:02 p.m. by Katie Blank, Chair

Roll call: Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale

Succession Planning:

Director's search process discussion.

Timeline: The Board reviewed the timeline shared previously.

Director's job description final draft: action item

The Board considered the latest draft for the Director's job description. Meyer said that she likes the collaboration aspects mentioned. More than 20 other library job descriptions were reviewed by the staff and the Board for input when developing this draft job description.

Changes to the draft job description included:

- Under the Qualifications section, add "property management" to the second bullet point
- Add Idaho code section reference in the Position Summary
- Move Library Groups section to follow Facilities Management
- Under the Board of Trustees Representative section, move "Advises the Board in policy creation" to the top, delete "Serves as primary...District's attorney", move "Uses professional expertise" to second bullet, move "Serves as secretary to the Board" to third bullet
- Under Planning and Policymaking, move "Develops short term..." to 3rd bullet
- Add job description development to Personnel Management section

Recruitment package: The Board looked at the recruitment webpage and reviewed the recruitment package. Suggested changes will be included with Board documents for the regular meeting on December 19.

The Board congratulated Abrams and other staff on the content and completeness of the overall package.

The Board took a break at 3:20

The Board reconvened at 3:33

Benefits/wage:

The Board looked at Director's salary range for FY20. To make it an easier comparison, Board members would like to see the annual salary advertised, not the hourly wage. Listing a salary range also gives room for individuals to negotiate.

A salary range of \$98,000 to \$138,000 was accepted by consensus with moving expenses and starting date to be open for negotiation.

Estimates from hiring consultants:

The subject of hiring a consultant group to be responsible for the hiring process was discussed. The Board likes the progress already made in the director search and does not support hiring an outside recruitment consultant for the remainder of the process.

Next Steps:

The following next steps were identified:

- Contacting Megan Hudson for a follow-up consultation
- Finalizing and accepting the Director’s job description
- Approving job announcement
- Accepting job recruitment package
- Designating a person to receive the candidate’s application package
- Deciding on closing date or open till filled
- Approving a process/cost for advertising the position

Agenda discussion and requests:

None

Set Special and regular meeting dates:

None

Meeting review:

None

Adjournment: action item

The meeting adjourned at 4:46

M, C, Veale

Calendar of events:

Dec 19:	2 - 5	Post Falls	regular meeting
Jan 14:	9 - 12	Hayden	regular meeting

Please let us know if you need auxiliary aids or services to enjoy our libraries. This includes providing a sign language interpreter, assistive listening devices, or print materials in a digital format. We can also modify programs, services, or activities, within reasonable limits. Please request these services through Randy Zepeda, ADA Coordinator, preferably 15 days in advance, but no later than 72 hours before the event.

Phone: 208-773-1506 ext. 329

Email: ADACoordinator@communitylibrary.net

The Community Library Network does not discriminate on the basis of disability in its programs, services, activities or employment practices. The Library Network has a policy on ADA compliance and the complete policy is available for review upon request. In addition, a grievance procedure is available to resolve complaints. If you need this notice in large print or Braille, let us know.