

ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD

Meeting Minutes

Special Meeting

January 24, 2019

MEMBERS PRESENT: Shelby Thomas, Bob Rogers, Missy Giles, Susie Remington, Jennifer Ward and Interim Director Sarah Wallace **Pam Blake joined the meeting via FaceTime from AZ in an observational capacity*

Note: Library Managers were present to observe the meeting.

MEMBERS ABSENT: LeeAnne Fisher

CALL TO ORDER:

President Shelby Thomas called the meeting to order at 6:03 P.M.

RULES OF SPECIAL MEETING:

Shelby Thomas explained to the Board the reasons for the meeting and how it would be conducted. The meeting was called by Jennifer Ward and Missy Giles to discuss the hiring of a new Library Director and to outline the duties of the Personnel Committee. Thomas explained that as the first name on the meeting request, Ward would have 5 minutes to explain to the Board what she felt they needed to know regarding the first reason for the meeting. Giles would then be allotted the same amount of time. After their time was up Board members would be asked to show hands to be recognized by Thomas in order ask a question or expand on a discussion point. When a resolution had been reached on the first issue Giles would then be given the same opportunity to explain the second reason for the meeting, followed by Ward's comments; the Board would then follow up as with the preceding matter.

Issue #1: Structure of Director Search

Jennifer Ward:

Ward began her 5 minute explanation by recapping the actions that had been taken by N. Starkey and the Library Board to fill the Director's position since Starkey tendered his resignation in November 2018. The position was advertised on the ISL website beginning at the end of November and is still posted as of the date of this meeting. Starkey forwarded to the Board several resumes that he received from individuals interested in applying for the position. The Board has not received any applications since Starkey's last day of employment at the end of December. No one seems to have a clear idea of how many applications have been received in total, and although Ward requested twice at the January Board meeting that all of the applications and resumes be forwarded to the entire Board, this still has not been done. Although the Board has been in possession of several of these resumes for over 6 weeks, as of now nothing has been done to acknowledge receipt of them or to attempt to schedule any interviews. In a recent newspaper article the Board president reported that the Library Management Staff (including Director) was in place for a 3 month trial period after which time the Board would decide whether or not to open the Director's position to outside applicants. Ward reminded the Board that although a trial period had been mentioned the Board never voted on that and that since applications had already been accepted from outside parties it would be extremely unprofessional for the Board not to grant interviews to qualified applicants. She also voiced concerns that the interim Director had been handling any new applications that were received after Starkey's departure, and that since the interim Director was also an applicant this created the potential for ethics to be called into question. Ward went on to suggest that the Board authorize an email to be sent out to potential interview candidates to acknowledge receipt of their resumes. She also suggested setting up a general email account for the Board specifically to handle these resumes and applications. In closing, Ward briefly explained the suggestions she had received from the attorney at ISL regarding the structure of hiring a new Director.

Missy Giles:

Giles stated that Ward's explanation had covered her own concerns, but wished to reiterate that she felt this had come about due to miscommunication among Board members and that it should not be difficult to resolve these issues. As Board secretary, Giles offered to send any emails to applicants that the Board authorized.

Resolution:

Missy Giles made a motion for Brad Sowinski to compile all of the resumes and applications received for the entire Board to review. Jennifer Ward seconded and the motion passed. Giles will follow up with Sowinski to copy and distribute resumes to the Board. Sowinski also agreed to contact the ISL and have the posting for the open position removed.

A closed Executive Session was scheduled for Wednesday, January 30 at 6:00P.M. for the Board to review applications and resumes.

Giles presented the Board with an email she had drafted that could be sent out to the library staff explaining the temporary rather than trial management appointments so that there would be no confusion as to why the Board was scheduling interviews for the Director position. Susie Remington moved to approve the email; Shelby Thomas seconded and the motion passed. Giles will send the email to Sarah Wallace who will then distribute to the staff.

Issue# 2: Personnel Committee Duties and Responsibilities**Missy Giles:**

Giles explained her concern that the Personnel Committee (PC) had recently been assuming duties that in the past fell under the responsibility of the entire Board, and her concern that Thomas has been investing so much time fulfilling these duties. Thomas spoke up at this point to read the duties of the PC from the Board manual. In response Giles explained that Board members were aware of what comprised the duties of the PC, but Giles was concerned about how much time Thomas alone was investing in the effort. Thomas suggested that Pam Blake move immediately into the position she was due to assume on the PC in March when LeeAnne Fisher's term on the Board expires; Blake agreed and said that she would attend any meetings via FaceTime until she was home from AZ.

Issue# 2 was considered resolved at this point.

Susie Remington moved to adjourn the meeting at 7:45; Missy Giles seconded and the motion passed unanimously.

Next Meeting: Executive Session 6:00P.M. Wednesday, January 30, 2019.

Respectfully submitted,

Missy Giles
Library Board Secretary