

APPROVED MINUTES- Presque Isle Community Library - Board of Trustees	
Meeting Category:	Special Meeting
Date :	Tuesday June 21, 2016
Time :	9:00 am
Location :	Lower Level Library Meeting Room

- 1) Call to Order: Bob Berdan - 9:03 am
- 2) Roll Call of Members / Introduction of Visitors
 - a) Board members present - Brenda Schuppe (BDS), Bob Berdan (RJB), Carol Stone (CS), Jackie Bassett (JB), Christine Wallace (CW), & Mike Czarny (MC). Absent: Adam Johnson (Excused)
 - b) Visitors - NONE
- 3) Agenda approval/modification: Approved as is - CS - motion / BDS- 2nd. Unanimous vote.
- 4) Move to Closed Session per Wis Stats 19.85 (1)(c).
- 5) Discussion of employment, compensation and performance evaluation data for a new Library Director.
- 6) Move to resume meeting in Open Session. CS - motion / JB - 2nd. Unanimous vote.
- 7) LD Search Committee Report
 - a) Search Committee Expansion (BDS, AJ, and MC)-Board accepted expansion of search committee to include Carmen Farwell and Jim Sprester. RJB will contact both Jim and Carmen and thank them- JB - motion / MC -2nd.Unanimous vote.
 - b) LD Interview process discussion. Several mechanisms were discussed. Eventually the points below were agreed to by the Board. BDS - motion / MC - 2nd. Unanimous
 - i) The Search Committee will forward top acceptable applications to the Interview Committee for discussion / decision to interview.
 - ii) The Search Committee will attend to the mechanics of setting up interview date(s).
 - iii) The Interview Committee will be composed of Bob Berdan, Adam Johnson, Brenda Schuppe, Carmen Farwell, and Jim Sprester.
 - iv) Interview Committee members (and others) should attend the NWLS interview training session scheduled for Thursday August 4, 2016. (Contact Brenda Schuppe for further information)
 - v) Potentially, the Interview Committee may set up return interviews for the top 2 candidates. These sessions might include interview time(s) with the entire Library Board as well as a Community Q&A session.
 - c) LD Job Application
 - i) Board decided to leave out in-depth questions. Respondents will be asked to address some specific questions in their job application letters. BDS to highlight questions in job posting at July mtg.
 - ii) 2- Minor typos corrected - MC to circulate for final approval at July Mtg.
 - d) LD Job Posting
 - i) Discussion about ways to differentiate ourselves from other LD job postings. BDS will work to strengthen community message and deemphasize library skills requirements to desirable level(s).
 - ii) Posting timeline (interview process) will evolve as we see what our candidate pool looks like.
 - iii) BDS will look to place ad on PICL website as well as a set of library pictures.
 - iv) BDS to bring final add to July mtg for review, approval, and immediate posting.
 - v) Hiring Timeline - BDS draft for July meeting review.
 - e) Personnel Policy: MC to solicit / consolidate all changes. Final draft for July mtg review.

- f) LD Job Description: MC to solicit / consolidate all changes. Final draft for July mtg review.
 - g) Mission Statement review / update- BDS draft for July approval.
- 8) Acceptance of LD Retirement letter - 6/14/2014.: MC – motion / CS - 2nd. Unanimous vote
- 9) Public Comment: NONE
- 10) Adjournment: 11:51 am; JB – motion / CS- 2nd. Unanimous vote

Next regular monthly meeting date, July 12th, 4:00 PM Lower Level