

The Board of Trustees of the Guernsey County District Public Library met in special session on August 18, 2017 in the board room of the Crossroads Branch Library. Trustees present: Shana Fair, Lisa Groh, Matt Motes, and Scott Woods.

Mrs. Fair called the meeting to order at 4:10p.m.

There was no staff present for the meeting, however Mrs. Essex delivered information she had been asked to provide to Mrs. Fair & Mrs. Groh prior to the meeting and did return to the meeting near the end to be informed of the plan.

There was no public participation.

The purpose of the meeting was to discuss the process for searching for a new library director.

In reviewing the OLC Handbook it was determined that the announcement should share polices and challenges of the position. Some examples would be running a levy campaign, working with a union and just general challenges dealing with staff members.

Various venues to advertise the position were discussed. Possible ideas would include placing an announcement on the library's website, posting on the OPLIN listsev, and placing ads in both The Daily Jeffersonian in Cambridge and the Times Recorder in Zanesville. Other ideas discussed were to post with OLC Jobline and Chronicle of Higher Education.

Other items discussed were library size, types of applicants that might apply, must post that we are an equal opportunity employer and how to answer if asked why the position was vacated so quickly. It was decided that the answer should simply be retirement.

The candidate should have a minimum undergraduate degree and 5 years of experience. The Board would like to see some management experience, as well as experience in handling a budget.

Salary was discussed possibly listing a range with the former director's salary as the top amount that would be offered. The phrase 'based on experience' should be included. Mrs. Fair will contact the State Library of Ohio to get some comparison numbers and some advice.

How to apply was discussed. Either a resume or vitae would be fine. A cover letter should be included. The deadline could be Sept. 30th that would be far enough out and gives time for review before the October board meeting. The best way for the applicants to apply would be to send directly to the library or to establish a library board email.

The interview stage will be discussed at the next regular meeting.

Mrs. Essex was asked to join the meeting to help deliver some items of action. Mr. Motes will finalize the position announcement and send to Mrs. Essex. Mrs. Fair will place an announcement in the Jeffersonian. Mrs. Essex will ask Mr. Kinsey to create and email address for the board. She will also ask Mr. Kinsey to post the description to the website. Mrs. Fair will request salary comparison data from the State Library.

Mrs. Groh moved to adjourn. Mr. Motes seconded. All voted in favor. The meeting adjourned at 5:01 p.m.

President:

Shana C. Fair

Secretary: *Jim Bush*