

Salem Township Library Board Meeting March 4, 2021

Zoom meeting attended by:

Salem Township Library Board Members: Stacy, Jim, John, Connie, Amber, and Joy

Salem Township Library Director: Sharon

Cooperative Director, LLC: Carol Dawe

Meeting called to order by Stacy at 6:59 PM.

Approval of agenda motion made by John, seconded by Joy. All ayes.

No public comment.

Approval of minutes for meetings held on January 28, February 4, and February 18. Motion by John, seconded by Jim. All ayes.

Discussion on what is needed to complete the job description for the Library Director position. Approval by Salem Township Board needed to include an increase in wage. Multiple efforts made to contact the Township Board with mixed results. Discussion concerning what information we need to provide to help the Township Board make a decision. Carol shared information of what other libraries have offered as far as wages, benefits, or stipends to remain competitive. Discussion on how much surplus is available in the budget due to unforeseen circumstances with COVID-19 restrictions.

Decision to prepare a letter, signed by Library Board Members, to be hand delivered to Township Board Members to allow them time to review before their next meeting on Tuesday, March 9. Letter contains request for Library Director wage to be increased.

Jim to prepare detailed financial information to include in the letter. Prepared letter available for Library Board Members to sign in the library office on Friday, March 5. Joy to deliver copies to Township Board Members over the weekend.

Motion to present letter to Township Board by John, seconded by Amber. All ayes.

Reviewed list of interview questions suggested by Carol Dawe. Motion to approve by Joy, seconded by Amber. All ayes.

Discussion concerning potential applicants may also have another part-time job in addition to the Library Director position. Would be made clear that the Library Director job would take precedence.

Request for all applications to be forwarded to Library Board by Carol Dawe.

Discussion on background check options. Desire to be clear to applicants and our patrons the level of integrity expected concerning Salem Township Library staff. Background check requirement will be listed in offer letter for the new Library Director. Background check will be required for any future library hires.

Motion to adjourn made by John, seconded by Jim. All ayes.

All are invited to attend the Salem Township meeting, Tuesday, March 9, 7 PM.

Next Library Board meeting is Thursday, March 18, 7 PM at Salem Township Library.