

# Salem Township Library Board Meeting

February 18, 2021

Zoom meeting attended by: Salem Township Library Board Members: Stacy, Jim, John, Connie, Amber, and Joy Salem Township Library Director: Sharon Salem Township Board Members: Jim, Don, and Ashley Cooperative Director, LLC: Carol Dawe

Meeting called to order by Stacy at 7:01 PM. Approval of agenda motion made by John, seconded by Stacy. All ayes.

No public comment.

Stacy welcomed Carol and the township board members.

Carol shared the "Three P's" desired for library board members: Be Prepared, Be Present, and Be Positive. Reading provided materials, showing up, and having a good attitude provides a good experience for all involved. She also encouraged us to be united and speak as one voice for the community as we search for a new director to head the library.

Stacy asked if there were any questions for Carol or comments concerning the library director job description Carol prepared.

There was a question on how applicants would communicate their interest in the position. Carol suggested resumes be sent to her email and she would pass them along to the board. She suggests listing the position through the LLC website and indeed.com, possibly including Illinois and Wisconsin. In the past, while helping other libraries seeking a new director, she has required applicants who proceed to the second round of the hiring process, answer questions in essay form to assure they have both writing and speaking skills.

There was a question on if we would see all the resumes. Carol stated she would disregard those who do not include the bachelor's degree required and pass along the rest to us.

There was a question on the Michigan Driver's License requirement listed on the job description. The goal is to have someone with the ability to drive to a job at the library, not necessarily be a Michigan resident at the time of the interview. Sharon shared that library employees are not required to live in Salem Township.

Carol shared, in past director hiring experiences, she would serve as moderator during the interviews. She would suggest questions to be asked and welcomes the board and library staff to compile questions we would like to include.

Carol reminded it is the library board who hires the director and the director manages the library staff. Choosing a new director is all about finding the best fit for our library. She will gladly provide tips, but it is the library board's decision.

All discussions and interviews must be made open to the public. With current restrictions, this is challenging, but we will do our best to be transparent for the community.

Ideally, we would initially conduct a zoom interview with candidates we are interested in, with Carol as moderator. The candidates who proceed to the next round would be invited to a 40 minute interview that includes a tour of the library.

Suggested time frame for job posting would be 2-3 weeks. If the first search doesn't provide a candidate we are interested in, we can post again. Reminder not to rush the process or panic on the timing.

Carol suggested we consider offering benefits such as a stipend for health care or more vacation time to be competitive. Questions concerning wage range and if part of the library budget could be allocated. Township board will be discussing their budget concerning the pay rate offered to the new director and will be in contact with the library board. Hard numbers will be needed before we post the job listing.

Carol reminded the library board of the importance of attending interviews. She feels we have a great library, staff, and patrons. She is confident we can find a qualified candidate that will fit in well with our community.

Carol asked for keywords to possibly include in the job description that show the type of candidate we seek. Suggestions: public skills, staff skills, hands-on, compassionate, love of books, love of community, open-minded, open-hearted, willing to learn, willing to work alongside of staff.

Carol asked what goals we have for the library in the future. Stacy shared the possibility of building in a new location to allow for expansion needed as the community grows.

Discussion concerning internet availability in the community and how the library serves as the only internet connection for some patrons. There is talk by southwest Michigan elected officials in improving access, but that will take time.

Carol stated she is willing to help in any way she can with the hiring process and that we are an engaged and committed board.

The township board is welcome to attend future library board meetings as we welcome their input and value our relationship with them.

No public comment,

Motion to adjourn by Jim, seconded by Joy. All ayes.

**Next Library Board meeting March 4 at 7 PM.**