

Salem Township Library Board Meeting Minutes

January 28, 2021

Stacy called the zoom meeting to order 7:00 PM. All attending were Stacy, Jim, Joy, John, Connie, Amber, and Sharon.

We took a moment to introduce ourselves.

Discussion of staff concerns on opening the library to the public.

Stacy shared details of her conversation with Carol Dawe, Cooperative Director. Carol provided samples of an ad used by Hesperia Community Library in their director search. She also shared the Sparta Carnegie Township Library timeline used in their director search. Carol is willing to assist at no cost with any questions we may have. She suggests we post the job ad in the library system and on [indeed.com](https://www.indeed.com). All agreed that taking advantage of Carol's experience will benefit us in our search for the best candidate.

Suggested we meet bi-monthly to achieve progress in our search in a timely manner.

All are grateful there is a clear job description of what is required for the Library Director position. Stacy will share this with Carol for her input.

The state requires 30 hours of work per week for the Library Director position. Job will include no benefits and start with one week paid vacation (vacation time will increase gradually to up to 5 weeks paid upon reaching 20 years of experience).

Discussion concerning pay rates and budget. Currently, the township pays library wages, workman's comp, payroll taxes, library board wages, library insurance. None of these amounts come out of the library budget.

Stacy will ask Carol what she knows of wage amounts of library directors in the area. Stacy may also personally contact some local libraries that serve similar size populations-some have recently hired a new director. Once we know a competitive wage amount, we will discuss this information with the township. We are willing to allocate some of the library budget to the township budget to cover the new director's salary. We desire the township continue to do the paperwork involved concerning payroll and taxes.

The township meets monthly and their next meeting is scheduled for February 9. We will be in email discussions as a board and communicate if it's better to discuss this with the township prior to the February 9 meeting.

Discussed plans to arrange retirement activities to honor Sharon. Connie will investigate opportunities to have Sharon and the library included in an upcoming newspaper story.

Motion to adjourn made by John. Seconded by Jim.

Proposed upcoming board meetings to discuss Library Director search: February 4, 11, and 25 at 7 PM. Dates are subject to change depending on progress made via email and conversations with the township.

Next official library board meeting is scheduled for March 18, 2021 at 7 PM.