

Washington Free Public Library

July 2, 2021- Special Meeting Minutes

Call to Order: The meeting was called to order by President Rick Hofer at 10:03 a.m., with members Mindy Graham, Isabella Santoro, Mike Kramme, Harold Frakes, Margi Jarrard, guest LeAnn Kuntz, and Ex-officio Bryna Walker in attendance.

New Business: a. Discussion and approval of job posting for Library Director and where to post- Frakes made a motion to post the job opening on the State of Iowa Library page, the Association of Rural Small Libraries page, the League of Cities page, and The University of Iowa MILS program page. Kramme seconded the motion, and it was approved. Walker will post it immediately.

b. Discussion and approval of hiring timeline- Jarrard moved to approve the hiring timeline below, seconded by Graham. The motion was approved.

Library Director Timeline Search- 2021

July 2:

- Post job opening with closing date of July 22
- Review and approve interview format and timeline
- Determine need for interim director
- Set make-up of steering committee, interview team and additional personnel if needed
- Present possible interview questions
- Appoint contact person

July 22:

- Closing for applications

July 26:

- Steering committee reviews applications, narrows field for presentation to Board

July 27: Regular meeting

- Steering committee presents slate of candidates for interviews
- Approve interview questions

July 27-30:

- Steering committee sets up interviews and checks references

First week of August:

- Conduct interviews
- Hold special meeting after interviews to select the 1st and 2nd choice, make offer, determine starting date
- Special meeting to approve contract after offer has been accepted

Two interview formats were presented for consideration. Kramme moved to adopt the timeline shown below. Frakes seconded it, and the motion was approved.

Day 1:

Candidate #1:

8:15 a.m. Meet with staff- coffee and rolls at library

9:00 a.m. Library Board interview

(All Board members and Library Director)

10:15 a.m. City tour with City Administrator

11:30 a.m. Lunch with Search Committee and Foundation and City Council representatives

12:30 p.m. Meet with Library Director- library tour

Candidate #2:

12:45 p.m. Meet with staff- coffee and cookies at library

1:30 p.m. Library Board interview

2:45 p.m. City tour with City Administrator

3:30 p.m. Meet with Library Director

5:00 p.m. Dinner with Search Committee and Foundation and city council representatives

Day 2:

Candidate #3:

Meet with staff- coffee and rolls at library

Library Board interview

(All Board members and Library Director)

City tour with City Administrator

Lunch with Search Committee and Foundation and City Council representatives

Meet with Library Director – library tour

Candidate #4:

Meet with staff- coffee and cookies at library

Library Board interview

City tour with City Administrator

Meet with Library Director

Dinner with Search Committee and Foundation and city council representatives

c. Contact person for the Board during the Hiring Process- Rick Hofer was appointed as the Board contact by consensus.

d. Approve steering committee, interview team committee and additional interview personnel- Santoro moved to approve the following committees:

- Steering committee- The personnel committee plus an additional Board member
- Interview team committee- All Board members and Library Director
- Additional personnel- City Administrator, one Foundation and one City Council representative

Kramme seconded, and the motion was approved.

e. Discussion of if/how to include non-trustees in the hiring process- The Board included the staff, a Foundation and a City Council member, and a City Administrator in the hiring process, shown in the interview format above.

f. Present possible interview questions- The steering committee presented possible interview questions for consideration. Kramme made a motion that the Board review the questions individually and send questions they like to the steering committee. These will be collected and collated. The Board will make a final decision on interview questions at the regular July meeting on the 27th. Frakes seconded the motion, and it was approved.

g. Approval of Interim Director- Frakes moved to appoint LeAnn Kuntz, Associate Library Director, to serve as the interim director, beginning August 9, at a rate specified by City policy Chapter 37: Interim Duties. Kramme seconded, and the motion was approved.

Adjournment: Santoro moved to adjourn the meeting at 11:38 a. m. Graham seconded, and the motion was approved. The next regular meeting will be Tuesday, July 27, at 10:00 a.m.

Respectfully submitted: Margi Jarrard, secretary