

Special Meeting Minutes May 31, 2022
Edward U. Demmer Memorial Library
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Dan McKissack (virtual), Kathleen Olkowski, Patty Wallesverd.

Absent: Jeff Boehm, Steve Garbowicz

Other Attendees: Erica Brewster (director)

Ann Asbeck called the meeting to order at 4:05 p.m.

Agenda:

Motion by Kathleen, seconded by Patty, to approve the agenda in any order. All ayes, motion carried.

Review/approve Director Search Committee mandate:

- Review/approve library director job description
- Review/approve job posting/advertisement
- Review/approve media and posting outlets, persons responsible for placing ads
- Review/approve 1st round interview questions
- Review/discuss salary range/comparables
- Post job announcement with closing date
- Review/approve 2nd round interview questions
- Review incoming applications
- Review/rank applications
- Select candidates to interview
- Schedule interviews
- Rejection letters
- Interviews
- Meet to make recommendation
- Meet in closed session to review negotiated package

Motion by Dan, seconded by Patty, to approve the tasks of the Search Committee, as described under the "search committee tasks" in the 2022 director search timeline. All ayes, motion carried.

Review/approve library director job description:

Motion by Kathleen, seconded by Dianna, to approve the 5/23/2022 revision of the library director job description as presented. All ayes, motion carried.

Review/approve library director compensation:

Motion by Patty, seconded by Ann, to accept the salary range of \$42,000 - \$52,000 for the posting. All ayes, motion carried.

Review/approve library director job posting:

Motion by Dan, seconded by Patty, to approve the library director job posting as presented. All ayes, motion carried.

Job posting will begin June 1. Job will be posted on Wisconsin Library Association employment page, Wisconsin jobs, UW-Milwaukee/UW-Madison/Chippewa Valley Technical College if job sites for new graduates is available.

Board members will local media outlet options: Vilas County News Review, Rhinelander River News, Lakeland Times, Star Journal, WJFW job boards.

Resumes/cover letter will be emailed to demmer@demmerlibrary.org and passed on to the search committee.

Recommendation to include Link to DPI certification requirements on Employment page on Demmer Library.

Review timeline for recruitment: Discussed details regarding possible timeline questions.

Comments from citizens: None

Next Meeting: Regular meeting June 21, 2022, 4:30 pm in the lower level of the library and/or via video/teleconference.

There being no further business, Dianna moved to adjourn, seconded by Patty. All ayes, motion carried. The meeting adjourned at 4:47 PM.

Respectfully submitted: Erica Brewster, Director