

February 22, 2021 - 7pm. Special Trustee Meeting

Eve Ermer, Fern Strong, Billie Smith, Mark Bomalaski, Theresa Fitzgerald, Ben Wolfe, Jean Wolfe

Community Members: Catherine Freese, Anita Abbot, Kathi Terami, Jena Young, Anna Dechert, Todd Tyson, Betsy Gaiser, Fred Pond

Eve chaired the meeting.

Agenda Item #1 – Review and approve the director job description revised by the Hiring Committee

Anna screen shared the finished job description and spoke about the process. Trustees discussed the description and voted to approve. The job description will be made available to job applicants upon request and posted on library web site. There was discussion about making a staff pull down tab the web site front page.

Agenda Item #2 – Review job ad posting proposed by Hiring committee

Jena screen shared the job posting and those present discussed wording. Minor changes made to ad. More discussion of the best places to post it. There is no budget for paid job posting sites. Examples being, Tunbridge Digest, Front Porch Forum, Indeed, LinkedIn, TPL Web site, Vermont State Library job site, Royalton Radio, neighboring libraries, and UVM Library. There was discussion about whether or not to use personal accounts to post ad. The board members said they were comfortable with that and that perhaps having a trustee account to post to FPF, for example, can be considered in the future. Various people on the hiring committee with access to these sites will post job ad. The director job post was voted and approved by board. Anna has created a gmail account to receive applications.

Agenda Item #3 – Update on Community Input Survey

The hiring committee shared information on the survey. It was posted on the library email newsletter. There has been good response already. It has been posted on the library Facebook page, and will appear in the Herald newspaper. Todd will post on the Royalton Radio. They asked Ben to post an easily viewed link on the library website front page. There is a planned Input Community Listening Session scheduled for March 1 at 7pm.

Agenda Item #4 – Review Time Line for Hiring Process

- February 22 - approve job description and job posting - done.
- March 1 - post job ad
- March 1 - Community Listening Session

- April - Interview candidates periodically as they are received and check references. Job posting will stay up until candidate chosen.
- May date for hire

Agenda Item #5 – Community Comment

Ben shared interest in a budget for something as important as this job search. Committee members shared the thought that paid newspaper ads usually don't garner candidates, but other paid sites might. Unfortunately there is no money in the current library budget for this.

Next Meeting March 8, 2021 7pm