

**APPROVED Minutes of the
Brigham City Library Board Meeting
Tuesday, October 22, 2019 – 7:30 p.m.**

MEMBERS PRESENT:

Michael Adams
De Ann Lester
Joan Peterson

Richard Carr
Barbara Poelman
Sue Hill

John Gunderson
Joyce Dean, secretary

MEMBERS EXCUSED/ABSENT:

Ruth Jensen

CC:

Mayor Vincent
Jason Roberts
Rick Bosworth

Michael Adams called the meeting to order.

REVIEW/APPROVAL OF MINUTES:

De Ann Lester said she noticed two spelling errors in the minutes of September 17, 2019. The following corrections were noted:

- Page two under Literacy Report: “~~She~~ Sue Hill asked board members to look through the literacy report;”
- Page two under Library Director Hiring Procedures, second paragraph: Sue ~~ask~~ asked Jason Cornelius to leave.”

Richard Carr moved to approve the minutes of September 17, 2019 as corrected. Joan Peterson seconded. All were in favor. Motion passed.

Michael Adams mentioned that the minutes of the September 24, 2019 work session meeting were only emailed out to board members. Joan Peterson commented that she did not receive them. Barbara Poelman also said she did not receive them. Michael Adams asked Joyce Dean to send the September 24, 2019 minutes out again to make sure all board members have a copy. These minutes will be reviewed and approved at the next board meeting.

VOUCHERS:

The following expenditures from the September Vouchers statement were discussed:

- Literacy Facebook Merge - Michael Adams asked about the literacy expenditure to Craig Ashcraft for the Facebook merge. Sue Hill explained that the city decided all Facebook accounts connected with the city have to have second authentication. Linda Ashcraft needed to transfer her literacy account and it was hard to do, so she had her son do the work for her.
- Rivistas - De Ann Lester asked if the Rivistas periodical renewal is once a year. Sue Hill said yes. This includes all periodicals the library receives except for the ones that are local like Salt Lake Magazine, etc.
- SirsiDynix - De Ann Lester asked if the SirsiDynix expenditure under computer maintenance is something the library has to do all the time as it is a large amount. Sue Hill explained it is once a year. This pays for SirsiDynix’s support renewal and the different products we have bought from

them. Michael Adams explained we no longer have our local computers for the library management system as SirsiDynix manages it there. Sue Hill commented that the service definitely costs more than what we had through Follett; however, everyone seems to be very happy with the new system.

De Ann Lester moved to approve the September 2019 Vouchers statement. Barbara Poelman seconded. All were in favor. Motion passed.

LITERACY REPORT:

Michael Adams referred board members to the literacy report in their packets. Sue Hill encouraged them to read over the report at home. Sue said Linda Ashcraft is doing a great job. She is continuing to tutor five youths through the year.

De Ann Lester asked if the city receives a copy of the literacy report. Sue Hill said no. De Ann said she is concerned the city might not know what is going on if the minutes always just say "Literacy Report" but nothing is discussed. Joan Peterson said she thinks the city should get a copy of the report too so they know what is going on. If the report is not discussed in the board meeting, no one else knows what is going on. Board members decided to have Joyce Dean attach the literacy report to the back of the meeting minutes.

Michael Adams said the literacy department is continually doing good work. He commented that the statistics for the summer and how things worked out was really good this year.

UNFINISHED BUSINESS:

Library Director Hiring Procedures

Michael Adams said Rick Bosworth asked to be excused as he just got back from vacation and was not aware of the meeting or forgot.

First Round Review of Applications

Michael Adams asked board members if they received the resumes for all of the applicants. Richard Carr said he received 15 applications through his email; Michael confirmed that number also.

Michael Adams said he spent hours going through all of the applications, resumes, and letters. He made a spreadsheet to keep track of experience, type of position, education, etc. He did not rank them, but put them in categories as far as who we should definitely interview, probably should interview, probably should not, and definitely should not. Of the 15 applicants, he had three he thought they definitely should not, three probably not, which left nine for possible interviews. Of those nine, he felt the board definitely should interview four, and probably should interview the other five. He is interested to see the other board member's recommendations. Michael said he could email out his recommendations or they could come up with their own and then put them all together to determine who we should definitely interview. Michael said he is already familiar with a couple of the applicant's names and situations.

De Ann Lester said she printed out all of the applications she received; she only received nine. Joan Peterson said she only received nine also. De Ann said she would check back through her email. Joyce Dean said she created a folder for all of the applications, so she could easily forward them again if they cannot find them.

Michael Adams said he thought it was interesting that some of the applicants are at other libraries in different parts of the state, but then he realized the library hosted a conference here in September on closed Friday and that the job was posted on the doors. Joyce Dean said it was also announced at the opening meeting. Michael said we have some really good candidates. Many are currently working in public libraries, they have a lot of time in public libraries, and they have masters in library science. We even have quite a few working as library directors, or assistant directors. Some of the applicants expressed the opportunity to implement ideas where they do not get that opportunity in their current position.

Richard Carr said he narrowed the applications down to six based on their years of experience and position.

Barbara Poelman asked if a decision was made if all of the board members are going to be at the interview. Michael Adams said he talked to Rick Bosworth after the meeting last time because of Ruth Jensen's comment about the job being so important they should all be there. They both agreed it would make it difficult. Michael said from his own experience in interviewing people, that if you get more than five people on an interview panel, it is difficult for everyone. With too many people, you do not get to ask very many questions, and the person being interviewed feels overwhelmed talking to so many people. What Ruth was referring to was when they hired the new fire chief; that is a public safety job, which actually goes through a different interview process. Michael said he feels we should limit how many people are actually doing the interviewing and it will go a lot better. Sue Hill said we usually do four. She recommended Rick Bosworth and then three or four board members. Michael said Rick wants to, and should, be there. Jason Roberts, who is the city administrator, would like to be involved also where he is Sue's supervisor for the city.

John Gunderson asked who has to sign off from the city once a decision is made. Michael Adams said he thinks it goes through Rick Bosworth in Human Resources. Sue Hill said the new director will go to city council too.

Michael Adams asked, since we cannot have everyone, who would really like to be on the interview committee. John Gunderson said he did not want to be included. Michael recommended De Ann Lester because she has been on the board the longest over all, and she has had interaction with all the librarians. Michael said he would be happy to be on the committee because he has had experience interviewing many people. Richard Carr said he would like to be. Barbara Poelman said she assumed they would be, but she did not know. She said it is up to Michael to make a decision of who he feels would be qualified the most. Michael said he is happy with Richard, De Ann, and himself as they have been on the board the longest and have had the most experience all together, but he also appreciates Joan Peterson's experience as a librarian. Joan said she would be happy to serve also. With four board members and Rick, that would make five, which he thinks is a reasonable size for an interview panel.

Michael Adams expressed concern that Barbara Poelman would feel left out. Ultimately, the entire board would vote on the final selection. John Gunderson said he felt that he and Barbara should not be involved in the final vote as they will not get the opportunity to meet and hear how the applicants respond to the questions. Barbara agreed. Michael Adams said he still wants their input on reviewing the resumes.

Barbara Poelman asked about sitting in on the interviews, but not making comments. John Gunderson thought that was a good idea. Sue Hill said it is intimidating to have all the board members present and

Rick Bosworth too. Michael Adams said he has been in panel interviews where you have a bunch of people, and it is hard from both sides. At his work, they limit it to five people. When we have them come back for a second interview, and the applicants are limited down to fewer people, then he thinks it would be okay to open things up more and then Barbara and John could come. John said from experience, a smaller group draws the people out better. Barbara said she was fine with whatever Michael decides.

Sue Hill recommended that the board set a date. Michael Adams said he told Rick Bosworth he will contact him regarding any questions. They definitely want Rick's input. Michael said he is going to ask Rick what he considers would be a reasonable number to interview, and then establish a date on when the board needs to have a list back to him so he can get the interviews set up.

Interview Questions

Michael Adams said De Ann Lester put together a good comparison list with the questions they received from Rick Bosworth and the input she received from the staff. De Ann said her daughter helped her put together the list. Barbara Poelman asked if the board needs to develop new questions. Michael said if board members feel something is missing, then they could make a suggestion for a question.

Richard Carr asked Michael Adams if he envisioned the interview committee having a set format and set of questions. Michael said according to Rick Bosworth, the same people ask the same questions.

Michael Adams commented that for most of the applicants, the salary is a step up. Richard Carr asked if Rick Bosworth decides on the salary. Michael said he thinks the board has some say. The board did have say on the salary range for the job description.

Board members were asked to look and make sure they received all of the applications and then let Joyce Dean know. Michael Adams said he will email Rick Bosworth and get his recommendations as far as a reasonable number to interview and the date. Michael feels we need to do it as quickly as they can. He will then email Rick's info out to board members. Michael said he will also email out a list of applicants so everyone can make sure they received them all. He wants everyone's input.

De Ann Lester asked board members to do the same with the questions – everyone take a good look at the question paper she emailed out and give input. If there is something missing that needs to be addressed, please add it. De Ann said the minutes from the September 24 work meeting helped, so be sure to take a look at those too. Michael Adams commented that he felt Rick Bosworth's questions were good; De Ann agreed but there were too many questions so when she and her daughter worked on it, they paired the questions down. De Ann said it is a rough draft and everyone needs to help. Some of the questions can be saved for the second round and maybe Rick would have a feeling for which ones would be appropriate for that. Sue Hill said the questions need to be determined quickly.

Other Items

Public Meetings

Guidelines regarding open public meetings were reviewed. Since they are a governing board, they cannot meet as a quorum unless it is advertised as an open meeting. Joyce Dean said three members can meet because they do not constitute a quorum; however, once you throw in another board member, they become a quorum and it has to be an open meeting. It was decided that Richard Carr, Michael Adams, and De Ann Lester will meet together regarding the candidates and interview questions, and then relay information out to other board members.

Retirement Open House

Richard Carr said he learned at the mayor's meeting, that they are hosting a party for Sue Hill on Wednesday, December 11 from 3:00-5:00 pm here at the library. Board members are invited. Sue Hill said everyone is invited. Hopefully there will be a new director that can come and be introduced at that time too. Michael Adams said pretty much all of the applicants put an availability date of December 1. Richard Carr said there were a couple who indicated January 1; however, they were probably the out-of-state applicants.

NEW BUSINESS:

Programming Updates

- Book Festival - Sue Hill said the Book Festival is going really well. Michael Adams said he went to the Speed Date with a Book event and it was really good.
- Adult Book Group – Sue Hill said the adult book group for 2020 will be discussing titles from the World War II era. She distributed a list of the book titles and the professors who will be leading the discussions. She plans to have the brochure out by the November book group.

Other Items

Board Member Resignation:

Sue Hill announced that John Gunderson has asked to resign. Sue said she asked him to stay until the new director was chosen. He will be having surgery December 11. The doctors have told him he will have a period of about a month or more where he will only be able to hear off the implant. Some people make the transition quickly; others have to learn how to interpret the sound into words. Board members wished him well.

DISTRIBUTION:

- 2019 Annual Friends of Brigham Library Report
- Newspaper Publicity
- Circulation Statistics Report – July 2018 – September 2019
- Revenues and Expenditures – September 2019
- Staff Meeting Minutes – August 28, 2019, September 25, 2019
- Librarians' Meeting Minutes – August 30, 2019

ANNOUNCEMENTS:

Next Board Meeting: November 19, 2019, unless an earlier meeting needs to be called to make hiring decisions based on the interviews.

ADJOURNMENT:

Richard Carr moved to adjourn the meeting. De Ann Lester seconded. All were in favor. Motion passed. Meeting adjourned 8:40 pm.

MINUTES APPROVED – Brigham City Library Board of Trustees – 11/19/19 Library Board Meeting

Mailed 11/15/19