

Community Library of DeWitt & Jamesville October 15, 2020 Board Meeting

Present: Max Ruckdeschel, Barbara MacDonald, Lisa Moore, Ping Cong, Jaime Ashe, Doug Arena, Melinda Dermody,

After minutes approval :Robin Young, Jill Enright, Silvia Macor

Not Present: James Trevvett, Anthony Marrone

Also Present: Erin Cassidy

Meeting called to order: 5:32

Approval of September 2020 minutes:

Jaime moved to approve and Melinda seconded.

All present Approved

Treasurer's report: Report is pending. We will get a copy next week. The budget and financial statement will be reviewed next week. The auditors did not have any significant issues.

Directors' Report:

We received the tax levy last week and deposited it. It was for the amount we expected. Nan Brown received a crisis grant for Wi-Fi hot spots. Tech appointments: averaging out to one appointment a day when you count no shows.

Max: Are we satisfying the need? Erin: I think we are satisfying the need at this point.

Jaime: Have you been talking to other libraries regarding thier experiences.

Barb: Are we getting students? Erin: It seems to be older adults.

Max: Is it the early appointments that are being kept? Erin: They seem to be filling from early to later.

Max: Are we being asked for evening slot? Erin: That has not being communicated to me.

Melinda: Any info on the tech resignation? Erin: She got a full time position. This position was 15 hours. That was the main reason.

We posted it to Indeed and are getting tech heavy applicants. It went out to CRLC and OCPL.

Committee Reports:

Search Committee:

All the resumes' were reviewed that arrived. Interviews have started.

We have candidates from the local area and nationally, including one from a quarantine state.

We are looking to move forward quickly for the next round, preferably before the end of October to keep the momentum.

Who would like to be part of a zoom: Barb, Lisa Robin, Melinda.

We are not able to have more than six board members otherwise it becomes a public meeting.

Max: Doug could you explain what your idea was.

Doug: I had proposed multiple rounds of interviews to enable the candidates could learn about the library and the board. Giving the candidates more info about our operations.

Melinda: I would like Erin to comment on what type of staff would attend. Would the candidate be asked to do a presentation.

Erin: We need to get a sense of how the candidate would respond to the direct reports. All the professional staff would report to this position. I believe that every member of that staff responded to the questionnaire. I think that management team should be involved.

I think that it is important for the candidate to be able to take the numbers and create a narrative. They will definitely give you their opinions.

Max: We can definitely have a virtual meeting with the management staff.

In an ideal world we would do this in person. If we can schedule days to have each candidate block off a day to view a presentation.

Max: Any topics?

Melinda: Could we have time to think about it.

Doug: Could we share more information about us to help them understand us?

Erin: There is an annual report that we provide the community. We could use that as a basis and add more specific.

Max: Annual report, staff listing, etc.

Silvia: People should research those.

Max: Some have referenced things that they found and some even watched some of the board meeting recording.

Jill: Could we supply them with info about the community?

Lisa: Is there anything from the Town we could use? I agree with Melinda that they should be researching.

Max: I keep in mind that we serve more than JD.

Lisa: Interesting data that talks about levels of poverty. The United Way has that info and I am happy to follow up to see if I can get updated data.

Max: I agree that there is some publically available we could provide.

Melinda: We could provide things that promote us that isn't easily accessible.

Erin: One of our strengths is our programming and our quarterly program guide is really well done.

Doug: How about of facilities in general.

Erin: We can give them the plans but our Instagram is great. The photos are wonderful.

Max: What is we give them this package and ask them to create a budget roadshow.

Melinda: I think I want to tweak it to ask what do they think are the greatest challenges faced by libraries today.

Melinda: I would like to see wat Erin and the staff are looking for.

Doug: Could we ask them how to apply something they did at an existing job to apply to our library? Or about a challenge we faced.

Erin: The Staff is looking for someone with a vision.

Max: Please email me any other questions.

No other committee chairs.

November Meeting: Do we want to meet in person? We will have the initial budget presentation and the audit to review. I am not opposed to it. And will the employee handbook revision be ready?

Erin: It should be.

Max: Tonight has been a decent conversation but people seem more willing to talk in person. There is no guarantee we can meet with things changing. I miss seeing people in person. Yes, if covid numbers allow us.

Doug: Is there a public notice timeline for meeting in person? Do we have enough time to notify?

Max: The statue says reasonable. We could make the decision the Monday before as we would have the same date and time. When Barb sends the email, we can include a question.

Melinda: Are we taking chance to have too many people showing up for room density?

Doug: It would be the first time ever that that many people attended.

Max: If that many people showed up, we would adjoin it and switch to zoom.

Jill motioned to adjourn and Lisa seconded

The October 15, 2020 meeting was adjourned at 6:23.

Minutes for this meeting will be approved at the December 2020 Board Meeting.