

Minutes of the Special Meeting of the Elko County Library Board

June 1, 2016

Date, Time, and Place

The meeting was called to order on Wednesday, June 1 2016 at 4:00 pm in the meeting room of the Human Resources Department at 540 Court Street in the Nannini Building with Lane Diedrichsen presiding.

Attendance

Lynne Volpi, Laura Oki, Russ Orr, Lane Diedrichsen, Wendy McClure-Porter McClure-Porter, and Jeanne Greene from POOL/PACT. Commissioner Eklund, was unable to make it. Library Director Jeanette M. Hammons was present. Audience: Kassie Antonucci was present.

Public Comment

There was no public comment.

Minutes

No minutes were approved at this special meeting.

Claims

No claims were approved at this special meeting.

Director's Job Description

The job description was reviewed and discussed with some minor changes being recommended.

Oki motioned to accept the updated job description with the minor changes discussed with a second by Volpi. Unanimous, Diedrichsen voted aye. Motion carries.

Salary and Benefits

Hammons explained that the County determines the salary range and benefits offered. A handout of the benefits was provided by HR for the Board. The Library Board of Trustees will determine the starting wage of the selected candidate. Hammons will check with the Assistant County Manager, Cash Minor, regarding the Department Head "bonus" that had been offered at one time.

Library Director Candidate qualifications

Discussion of various qualifications and the job description occurred. This discussion included what various Board members thought were important and what was not directly mentioned or alluded to in the job description.

Oki motioned to include the following qualifications to be listed on the Recruitment flyer for the Ideal Candidate:

- *Appreciation of cultural diversity and economic underpinnings of a rural Northeastern Nevada community.*
- *Visionary goals for future success of the Library System.*
- *Successful library advocate within the communities the Library System serves*

with a second by McClure-Porter. Unanimous, Diedrichsen voted aye. Motion carries.

Application format for Library Director Candidates

Discussion centered on required documents and information the Board would like interested candidates to submit occurred.

McClure-Porter motioned to require interested candidates to provide the following information to be considered for an interview:

Letter of Introduction

Resume

Completed Elko County Employment application

Copy of Transcripts, and

Three (3) professional References.

With a second by Volpi. Unanimous, Diedrichsen voted aye. Motion carries.

Recruitment Timeline

Discussion on the proposed timeline provided by POOL/PACT included realistic and unrealistic dates for each step of the recruitment process.

Oki motioned to start the recruitment on June 6, 2016 with a closing deadline of July 9, 2016; packet review by POOL/PACT starts July 22, 2016; and interviews will be scheduled the second week in August, with a second by Orr. Unanimous, Diedrichsen voted aye. Motion passes.

Advertising

Discussion included “free” vs “paying” advertising, length of time, deadlines, and localities to advertise in.

Orr motioned to advertise with the following entities:

- *Nevada Library Association on their website,*
 - *Utah Library Association on their website (if they have one),*
 - *Idaho Library Association on their website (if they have one),*
 - *California Library Association on their website (if they have one),*
 - *American Library Association website if it is free on their joblist site,*
 - *Jobzone for Library Journal,*
 - *Libjobs.com with a single posting for 30 days at \$100.00,*
 - *Elko Daily Free Press for 1 week (keeping it simple and directing interested parties to the url for more information),*
 - *Arizona State Library Jobline, free,*
 - *Mountain Plains Library Association, free,*
 - *Library Jobline, free,*
 - *Oregon State Library, free,*
 - *Washington State University Vancouver, free,*
 - *Pacific Northwest Library Association, free,*
 - *Topeka & Shawnee County Public Library,*
 - *Carreersingovernment.com for \$199.00 that includes marketing the job on Twitter, Facebook, LinkedIn and Google, and*
 - *Mailing approximately 80 copies of the recruitment brochure to libraries within Nevada.*
- With a ceiling of \$2,000.00, with a second by McClure-Porter. Unanimous, Diedrichsen voted aye. Motion passes.*

Background checks

Discussion on what background checks Elko County already conducts. The County conducts criminal background checks and possibly DMV checks.

Orr motioned to have the background checks done that the county already conducts as well as the credit check with a second by Volpi. Unanimous, Diedrichsen voted aye. Motion carries.

Interview Expenses

This item was tabled until the next regularly scheduled Board meeting (June 21, 2016).

Relocation costs

Discussion on paying any relocation costs occurred.

Orr motioned that no relocation costs would be paid to the successful candidate with a second by Oki. Unanimous, Diedrichsen voted aye. Motion carries.

Recruitment Committee or POOL/PACT

No action was taken as this decision was already approved at the May 17, 2016 regularly scheduled Board meeting.

Level of Board Involvement

No specific action was taken on this item as all Board members indicated they all wanted to be involved throughout the previous part of the meeting.

Meet and Greet

The Board discussed the pros and cons on having a “Meet and Greet” forum for the candidates that are selected to be interviewed.

Oki motioned to schedule a “Meet and Greet” for the successful candidate for employees and the public with a second by Volpi. Unanimous, Diedrichsen voted aye. Motion carries.

Recruitment Plan and Flyer

The Board reviewed the changes and corrections discussed throughout the meeting.

Volpi motioned to accept all recommendations pertaining to the Recruitment Plan and Flyer including the bullet points being copied directly from the Strategic Plan, with a second by Oki. Unanimous, Diedrichsen voted aye. Motion carries.

Additional clarification questions

Jeanne Greene asked about Interview questions. Oki mentioned that the interview questions from 2006 should be in a File or on the server. Hammons will look for those and Board members will discuss interview questions at the June 21, 2016 Board meeting.

Public Comment

There was no public comment.

Adjournment

The meeting was adjourned at 6:53 pm. The next regular meeting is scheduled for June 21, 2016 immediately after the Law Library Board meeting.
