

**YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES SPECIAL EXECUTIVE
MEETING MINUTES
DRAFT**

Date: February 22, 2017 Time: 8:11 pm

Present: Rita Rolfe, Kevin Cassick, , Mary Wieland, Karran Swayze, Heather Crumlish, Paul Inskeep, Maggie Steyn, Jan Mathews & Diana Newton

Call to Order: By Rita Rolfe at 8:12 pm. The purpose of this special meeting was to approve Sonora Miller for the position of Library Director.

Library Director Search: Background on the process: There were 23 candidates who sent in their resumes from all over the country, indicating an interest in the position. Of the 23 there were 15 who met the minimum qualifications, however these included “global” individuals, of these there were 7 possible candidates. Narrowing down the field further we picked out 4 who had the minimum qualifications plus some relevant experience. One had 11 years running several libraries, one 7 years running a library a little larger than ours, one with a small amount of directing & the last with little experience in supervision. All four were contacted by phone to gather their true interests and the one with 11 years declined as did the local with little experience, thus leaving us with (2) interested candidates. A one hour extensive phone screen, conducted by Heather, Rita & Paul, was conducted with these 2 to find out more about them. They both were truly interested in the position & a sit down interview was held with each of the candidates and the entire search committee: Chair: Heather Crumlish, Trustees: Rita Rolfe and Paul Inskeep and community representatives: Kathleen Murphy, Nancy Orsi and Gary Myers. This committee unanimously selected the candidate with the most supervisory experience who met with the entire Trustee Board for a presentation on February 22nd, 2017. The balance of the 19 applicants were either over or under qualified and have been notified by either email or regular mail.

Rita informed the board that a letter was sent to Sonora Miller with an offer based on the compensation previously voted by the board. Sonora had some questions and it was decided that she meet with the personnel committee to discuss. We changed the wordage in the second offer (still within what was voted by the board) and this letter was signed by Sonora & Rita. (Letter passed out by Rita, who went over each item)

Karren had a question on her status of full time, future overtime pay, over 40 hours, etc. Heather clarified that even though the “offer” said 40 hour week, Sonora is exempt and it was expected that she put in the number of hours required to meet her goals. Karren’s main concern was that with all that we are asking of the Director, that we don’t take advantage of her. We all agreed that Sonora is a very sharp professional and if it came to that we hope that she would discuss it with Personnel or the Board. With no further discussion the board **“Approved the candidate; Sonora Miller for the position of Library Director of the YFL as presented by the selection committee”**

Press Releases: Karren suggested that a press release be issued for Jan Gilgore on her retirement around April 21st and Sonora Miller on her new position as Library director March 20th. Heather has volunteered to follow up with the NF Gazette and do an outline, but will need help interviewing Jan.

Motion made to: “Close executive meeting” at 8:30 pm. Paul Inskeep/Karren Swayze. Motion carried.

Respectfully submitted: Paul Inskeep, Recording Secretary, Board of Trustees 2017 Youngstown Free Library