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Winneconne Public Library Board of Trustees
Meeting Minutes
Monday, November 2, 2020

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Meeting called to order by Library Board President Jeff Jensen at 5:30pm.
The meeting was held in person in the 2nd floor community meeting room of the Village of Winneconne Municipal Center

ROLL CALL
Members Present:
      Jeff Jensen, Tom Snider, Gary Witzke, Mary Brefeld, John Broderick, and Dana Jerabek
Absent:
Also Present: Holly Selwitschka, David Porter

PUBLIC PARTICIPATION none

CONSENT AGENDA
Motion by Brefeld to approve the Consent Agenda.
Second: Broderick
Vote: Brefeld – yes
              Broderick – yes
              Jerabek - yes
              Snider – yes
              Witzke – yes
              Jensen – yes
Motion carried.

Discuss the Hiring of a Part-Time Library Clerk:
Rather than hiring a part-time clerk at this time, Holly will make use of Winnefox substitute librarian program until the new director is in place and can add staff at that time.

Establish Selection Process for Hiring a New Library Director:
Jensen reviewed the process for hiring a library director that was used in 2008. He asked each board member in turn to express their opinion on the process. All board members were in favor of following a similar process and were in support of pursuing due diligence in following formal procedures for recruiting a new library director. Witzke asserted that the transition process must also include an exit interview for the current director.

The current process will follow this general outline and timeline:
1. Ads will be placed in a variety of professional outlets and run for a duration of 2 weeks November 9 – 23. The job ad shall include a salary range of $41,000 - $47,000, and request some background knowledge of joint libraries as preferrable. Jensen and Porter will work to get the ad completed and posted.
2. Job applications will be due by the end of business day on Monday, November 23.
3. Resumes shall be addressed to David Porter and emailed to David or mailed to the Village Hall.
4. Jensen appointed a Hiring Committee.

    a. The purpose of the committee is to narrow the pool to the top ten applicants, conduct initial interviews and recommend 3-4 finalists for the full board to interview.

    b. Committee members will be Library Board Trustees Dana Jerabek, Mary Brefeld, Jeff Jensen, Village Administrator David Porter, and Friends of the Library President Stephanie Bongert.

    c. The hiring committee will meet Tuesday, 11/24 at 5:00pm to select the top 10 applicants to interview.

    d. The hiring committee will conduct the initial interviews of the top 10 applicants across the dates of Monday November 30, Tuesday December 1 and if needed, Saturday December 5.

    e. All committee meetings will be properly noticed as an open meeting, and closed sessions will be noticed whenever the discussion will involve information regarding a specific individual. Selwitschka will prepare the Meeting Agendas and post the notices.

5. The library board will interview the final 3-4 candidates as recommended by the hiring committee. These interviews may be conducted on Monday, December 7, following the regular monthly meeting of the library board meeting, which was rescheduled to that date in December.

Future Library Board Meeting Dates
As the current library board director is unable to attend the library board meetings on the regularly scheduled days in November and December, and the Library Board felt it important for the director to attend those meetings, the regular meetings of the Library Board of Trustees was changed to a new date and time for November and December:
Thursday, November 12 at 5:00pm
Monday, December 7 at 5:30pm.

The Next Library Board meeting will be Monday, November 12 at 5:00pm.

ITEMS FOR THE NEXT MEETING:
2021 Budget Proposal
Library Director job description
Schedule of Closed Days in 2021
Year-end budget surplus workshop/ discussion
Approve 2021 Library Staff Wages
Personnel Policy Updates/ PTO for PT staff policy

The meeting was adjourned at 6:50pm by Library Board President Jeff Jensen.