

Arrowhead Library System
Personnel Committee Meeting
June 13, 2012

Minutes

Chair Rich Bostwick called the meeting to order at 5:05 PM

Present: Rick Bostwick, Kristi Howe, Bryan McCormick, and Bill Wilson

Guests: Rock County Human Resources staff – Manager Dave O’Connell and Alex Brandenburg

Approval of the Agenda: Approval of the agenda was moved by Wilson, seconded by McCormick; passed unanimously.

Approval of the Minutes: Approval of the minutes of the May 30, 2012 meeting was moved by McCormick and seconded by Bostwick; passed unanimously.

New Business:

a. Search for New Director

Dave O’Connell distributed a proposed timeline for the Director search process. It was suggested that Martha Aasen could distribute the job announcement to the library specific distribution network (Wisconsin, Illinois, Iowa, Minnesota) and that Dave O’Connell could supplement this distribution by sending it to an existing affirmative action list. Consensus was also reached that the interview committee could be open to all Personnel Committee members but that those wishing to serve would be asked to commit to attend all meetings.

Distribution of the job announcement would begin on our around July 1 with a submission deadline date of July 13, 2012. The timeline provided would allow for an October 1 start unless it was necessary to re-advertise the position. Consensus was reached to approve the timeline as distributed and discussed.

b. Evaluation/Adjustment of Director’s Job Description

Changes that were recommended to the draft job description at the last meeting were reflected in the job description under consideration. Wilson moved and McCormick seconded the approval of the revised job description; passed unanimously.

The screening criteria developed by Mr. O'Connell were discussed. It was determined that references would be required with the initial application and that wording requesting the references would call for "three professional references."

It was also decided that the job posting should indicated a salary range and that the standard sick leave and holidays would apply. The Personnel Committee decided that it would defer the decision on offering any non-standard benefits (such as vacation days and moving expenses) to the full Board for consideration at their next meeting.

c. Evaluation/Adjustment of Director's Evaluation Process

An exit interview for the outgoing Director was discussed. It was determined that she should be given the opportunity to complete a written exit interview form supplied by County Human Resources or that she be given the opportunity for an in-person interview with Human Resources, the ALS Board or the ALS Personnel Committee at her discretion.

Other: There was no other business.

Adjournment: Wilson moved adjournment, second by McCormick; passed unanimously. Meeting adjourned at 5:44 PM.