

Notes for the Elk Rapids District Library Search Committee
Meeting at 11:00AM on Wednesday April 13, 2022 held at the
Township Board Room at the Governmental Center

315 Bridge Street, Elk Rapids, MI

Notes follow the meeting agenda

Committee members: Liz Atkinson, Julie Brown, Camille Campbell, Char Gretel, Aaron Hill, Julia Pollister Amos, and Nancy Wonch. Dianne Richter absent – excused There are no audience members in the audience at the start of the meeting.

Notes follow the agenda

1. Call to order at 11:07am
2. Approval of the agenda – added Tom Stephenson gave an update the Needs Assessment Survey Committee – Tom and Mike Weber and the library staff have been working on developing the questions that will be used. The survey is being processed by MCLS to put it in a format for an online survey. Paper copies will also be distributed throughout the community. A press release should come out next week.
MOTION: by Atkinson/Wonch to approve the agenda as amended by adding Stephenson Motion passed.
3. Welcome, Introductions – each board member introduced themselves , Expectations- interview candidates and narrow the field down to 3-5 for the board to make final selection, “The Rules” – meetings are open to the public, are recorded and posted to the library website, Use of emails and cell phones - emails for sharing information, cell phones for meeting scheduling. One-hour meetings is the goal which means we come to the meetings prepared.
4. Discussion of the packet items – The group went through the items in the information packet that they had been given previously which included:

Chief Officers of State Library Agencies handout, Hiring a new Director

A Library Board’s Practical Guide to Finding the Right Library Director published by the Detroit Suburban Librarians’ Roundtable Succession Plan Committee
Pages from the Complete Library Trustee Handbook regarding hiring a new Director

Appendix G from the Michigan Public Library Trustee Manual regarding the Open Meeting Act

Michigan Public Library Class Size requirements for State Aid

And various information gathered by Director Miller and Personnel Committee members Tom Stephenson, Liz Atkinson and Julia Pollister Amos regarding recommendations on how to proceed, what ListServ searches contain etc.

5. Discussion of hiring a consultant to help with director search – there really wasn't a discussion on this – everyone immediately agreed that we needed to do this and not attempt to do it ourselves
6. Potential consultant choice – we will interview and consider and will narrow down the search to the best 3-5 to recommend for board and public interview process. Any member of the committee can recommend a candidate to assist with the search. Nancy Wonch will seek more information and potential interest on another possibility.
7. Potential Recommendation to the Board
MOTION: by Atkinson/Gretel to recommend to the Elk Rapids District Library Board that our committee be allowed to interview and hire a consultant to help us conduct the search for a new director, cost not to exceed \$25,000.00.
Motion carried
8. Other things we need to consider in the long run
What kind of experience are we looking for in a Director?
Director qualifications Director salary and benefits Director job description
9. Yes... there will still be more.... Just not today
10. Meeting Schedule – we decided to meet every Wednesday at 11:00am in this same location
11. Public Comment - 3 minute limit per person -- there was none
12. Adjourned by order of the chair at 11:55am