TO: BOARD OF TRUSTEES and Meeting is Open to the Public  
RE: Minutes of Personnel Committee: 6:30pm, Tuesday February 4, 2020

Present: Jan Gustafson, Jeanine McGaughy, and Candace Swihart. Also present was Jennifer Ryder, library director.

I. Call Meeting to order – Jeanine called the meeting to order at 6:37pm.

II. Public Comments – None.

III. Approve minutes from November 22, 2019 – Candace made a motion to approve the minutes, and Jan seconded. Notes were approved.

IV. Discuss Library Director hiring process, review job description and materials

Jen brought materials provided by Kathy Parker, a library consultant, to share with the committee. These included a sample job posting, and the recommendation of making a director search timeline. Jen asked the committee how they conducted the job search when the former director retired. The board had delegated the recruiting task primarily to the committee, and the committee members felt that the board would feel the same way now. It was decided that they would confirm if this was still the preferred process at the Feb 24 board meeting.

Jen made some recommendations for the committee to bring to the board regarding the library director salary and benefits. The committee drafted a long and short-form job ad to post online and in the paper, respectively. The committee hopes to post the job opening on March 1, and complete accepting applications on March 31. Hopefully interviews could be conducted in April. Although there is no guarantee a candidate will be selected by then, Jen told the committee that if it’s possible to hire a new candidate by June, the organizers of Director’s University, through ILA, RAILS, and the IL State Library, have told her that they can hold a spot for Western District Library’s new director.

Jen’s last day as director will be between April 30 and May 15.

V. Create timeline

VI. Closed Session if needed
VII. Other topics

The committee also discussed the process for appointing a new library board member to replace Maryan Wherry upon her recent death. They decided that Jan Gustafson, the board chair, would email the board to bring candidates to nominate and vote for at the Feb 24 board meeting.

VIII. Adjourn – Candace made a motion to adjourn, and Jan seconded.