

**MUKWONAGO COMMUNITY LIBRARY
SPECIAL BOARD OF TRUSTEES MEETING
100 ACRE HIDEOUT
511 DIVISION STREET, MUKWONAGO, WISCONSIN 53149
APRIL 18, 2016
MINUTES**

1. CALL TO ORDER

President Deb Calvey called the meeting to order at 6:03 p.m.

2. ROLL CALL:

Jim Bodendorfer
Diane Magolan (skype)
Kelly Whittier - absent
Sandy Kaufman - excused
Donna Whalen - absent
Deb Calvey
Jerry Gasser
Kathy Usarek

3. DISCUSSION AND POSSIBLE ACTION ON INTERIM LIBRARY POSITION. Terry Zignego, former Director of Delafield Public Library, will meet with us to discuss the interim Library Director position.

- Jerry asked for Terry's suggestions on helping to find a new library director. Terry explained the process. She suggested the Personnel Committee write a job description and take it to the library board. After the applications are received and reviewed, the Board should choose five or six to conduct a phone interview with. After that, a face to face interview should be conducted for the top few candidates. The interviewing process will probably be the most time consuming part of the search. When hiring at Delafield, they asked the final three candidates to create a power point presentation on how they saw the future of the Delafield library. Connie Meyer has offered to help with the interview process.
- Jerry asked where would she recommend advertising for the library director position, Terry suggested doing it online with Bridges, in school libraries, via the state wide ListServ, and the through ALA. The internet is a great resource for finding candidates.
- Jim stated that the library board had used a hiring firm the last time they hired because the process is a big time commitment. Deb also recognized that it will take time, and asked the board for their commitment to this process. Jerry said he is willing to put in the time, and that when you hire a search firm they just do what you would, if you had the time.
- Terry stated that she has a limited amount of time that she can spend acting as interim director, per her current retirement benefit constraints. If she is hired at \$30 per hour, she

can work 160 hours before she is at her social security limit. She would need to be compensated at a higher salary after 160 hours because she would incur more as a penalty. Terry also asked for a per diem as part of the hiring package, to be compensated for her mileage. Kathy suggested a deferred payment for payroll or some other type of strategic compensation, and Terry said she would be open to that. Jerry said that after Terry meets with the staff and assesses the library, she can see how much the staff can free Terry up to help with the hiring process. Also, Terry would not be able to start until May 3rd due to ETF rules.

- Terry asked about the budget. The budget is due in the fall, but right now it appears we are short. The Board needs to get an update on where the budget is exactly at. Diane Doherty, financial administrator at the village, can help with the budget if needed. Diane is also willing to attend library board meetings if asked.
- Jerry asked what was most important quality she looked for the last time Terry made a selection of a library director candidate. Terry said most definitely personality. The person has to be good with people and a good communicator. She suggested that the staff meet the candidates and converse with them.
- When asked about the public's perception of the Mukwonago Library after the past few month's of negative press, Terry said she believes she can make it more positive. When placing the hiring ad, it should be upbeat and positive. She thinks this is a great library that had an unfortunate event, and there have been many changes since then – such as new board members and new staff.
- Terry felt that the biggest challenge for her will be the time crunch. She already knows two of the current staff, and would like the staff to be able to come to her and not feel threatened. She offered a list of references, but the Board did not feel that was necessary because Terry was so highly recommended by others in the Bridges system.
- The Board discussed that the library board's school representative recommendation has to go to the village board for approval. There might be a scheduling conflict with meeting dates, so a possible meeting date change will be placed on the next meeting's agenda.
- Terry suggested that the personnel committee start getting things in place for the hiring process, so when she starts they can get begin the process right away.

4. ADJOURNMENT

Kathy made a motion to adjourn the meeting. Jim seconded the motion. Meeting was adjourned at 7:02 pm.

Minutes respectfully submitted by Tammy Penkalski

NEXT REGULAR MEETING: MONDAY, APRIL 25, 2016 – 7:00 P.M.

It is possible that members of, and possibly a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Laura Frisch, 511 Division Street, (262) 363-6411.