



## LIBRARIES

### Library Board of Trustees Annual Retreat Friday, August 13, 2021 9a-2p MEETING MINUTES

**Attendance: Marsha Sultz, Connie Leistiko, Heidi Roedel, Doug Adams, David Ingram (Board); Martha Furman, Sean Anderson, Teri Dugan (Staff); Susie Burch (Foundation); Tracy Cook (State Library); Tammy Skramovsky, Amy Dexter (Flathead County)**

**A. Call to Order:**

Roedel called the meeting to order at 9:09am. Roedel thanked the trustees for their dedication and work. Roedel expressed thanks to library staff for the planning and organization of the retreat.

**B. Open time for persons to address the Board on matters within the Board's jurisdiction.**

Introductions took place. Susie Burch was present to represent the Library Foundation. Roedel introduced Tracy Cook, Lead Consulting and Learning Librarian from the Montana State Library.

**C. Board and Director Roles & Director Hiring overview- Tracy Cook, Montana State Library.**

- Cook led the board in a discussion about the three most important duties of a library director.
- After discussion it was decided the top three duties include: Financial management, long-term and short-term planning, and leadership.
- Discussion took place regarding the requirement for library directors to have an MLS degree and its level of importance in this hiring situation.

**D. Determining Hiring Goals for Director Search**

- The current Flathead County Library Director job description was reviewed for any updates and changes.
- Human Resources Director, Tammy Skramovsky assisted in answering questions regarding the job description.
- Adjustments and updates were made and agreed upon.

**Moved by D. Adams** "to approve the Library Director job description with the discussed omissions, updates and edits as listed:"

**Under Job Summary:**

Edit the sentence beginning "The Director creates and promotes a culture that reflects the Library's values" to "The Director creates and promotes a culture that reflects the community's values"

Under **Essential Functions:**

Edit bullet starting with "Serves as the final authority on all personnel and operational matters" to add "with Board oversight."

Edit bullet starting with "Works with the State Library and State Legislature to achieve progressive library initiatives" to strike the word progressive.

Under **Supervision Exercised:**

Edit sentence "This position oversees the recruitment, hiring, professional development, advancement, retention and discharge of all Library personnel" to add "with Board oversight."

Under **Education and Experience:**

Modify wording to include "Or any combination of education and experience" with exact wording to be supplied by Flathead County Human Resources department.

**Seconded by D. Ingram**  
**Motion passes unanimously**

**Lunch Break: 11:48**  
**Resume: 12:22**

**E. Create timeline and action steps for hiring ImagineIF Libraries**

**Director- Tammy Skramovsky, Flathead County HR Dept.**

- Skramovsky presented to the library board the procedures and timeframe for hiring a library director.
- 14 weeks is a typical timeframe for the hiring process.

**F. Select Recruitment Firm for Director search**

- Skramovsky presented the proposals from the 4 professional recruitment firms.
- Discussion took place regarding the fees and services offered in each proposal.

**Moved by D. Adams** "to contract with CPS HR Consulting firm for a Library Director search.

**Seconded by C. Leistiko**

Discussion: A hiring sub committee will be assembled to assist with the process.

**Motion passed unanimously**

**Moved by D. Adams** "to form a sub committee consisting of Roedel, Ingram and Burch to assist in the library director search."

**Seconded by M. Sultz**

**Discussion:** The hiring process and job of the sub committee was clarified. The committee helps with the initial screening of applicants.

**Motion passed unanimously**

**G. Identify funding source for Director Search**

- Flathead County Finance Director, Amy Dexter was present to help answer questions about funding the director search.

- The Library Board has authority to spend their approved budget in any way they deem necessary. Typically, each department pays for their hiring costs.
- The Library currently has savings in its salary line due to unfilled positions. Discussion took place about the use of this savings to help pay for the professional fees associated with the director search.

**Moved by D. Adams** “to appropriate the money from savings in the library salary line to pay for the Director search and to revisit a possible request to the Library Foundation for future cost adjustments.”

**Seconded by M. Sultz**

**Motion passes unanimously**

**H. Adjourn:** Roedel adjourned the session at 1:21 pm.