

**Village of New Glarus
Special Meeting Minutes of the Library Board of Trustees
New Glarus Public Library
Monday, June 16, 2014**

President Linda Hiland called the meeting to order at 7:00 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Suzi Janowiak, Lexa Speth, Petra Streiff and Becky Weiss. Jody Hoesly was absent. Library Director Maggie Waggoner (left at 8:03 p.m.) was also in attendance.

ANNOUNCEMENT: The Library Board will convene into a closed session called under WI State Statue 19.85(1)(c) Considering employment, promotion, compensations or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Interim Director).

APPROVAL OF AGENDA: The agenda was approved on a motion by K. Budsberg, second by S. Janowiak. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no comments or questions.

DISCUSSION & CONSIDERATION: LIBRARY DIRECTOR LETTER OF RESIGNATION: Director Waggoner has accepted the position of Executive Director of the Roswell P. Flower Memorial Library in Watertown, New York (her home state). L. Hiland read aloud the letter of resignation, Director Waggoner's last day will be July 11, 2014. Moved to accept Director Waggoner's Letter of Resignation by K. Budsberg, second by B. Weiss. Motion Carried. Trustees expressed their appreciation for Director Waggoner's time and efforts. Maggie, thank you and good luck.

DISCUSSION & CONSIDERATION: LIBRARY DIRECTOR SEARCH PROCESS AND TIMELINE: Prior to the meeting the "Library Director Position Description" and draft "Job Ad" had been emailed to trustees. L. Hiland then shared the details of a conversation she had with Mark Ibach, Consulting Services Coordinator with South Central Library Services (SCLS). L. Hiland reported that M. Ibach: felt a three (3) week response window was fine for this posting; yes SCLS can advise and assist with the posting of the job ad; and the job ad will appear in the next SCLS newsletter scheduled for June 27th. We then discussed adding a permanent tab to the www.newglaruspubliclibrary.org website to advertise all future job openings. Director Waggoner replied that based on the website design adding another tab could result in display issues, her suggestion was to have job postings displayed on the main page in one of tile positions. Next we discussed the various resources where the ad would be posted plus edits were suggested to the wording of the Job Ad. Moved to approve the Job Ad as amended and post to appropriate websites by S. Janowiak, second by K. Budsberg. Motion Carried. Director Waggoner offered to take care of posting the Job Ad on sites specified. Next we reviewed and edited the Position Description document. Moved to approve the Library Director Position Description as amended by L. Speth, second by B. Weiss. Motion Carried. B. Weiss will make the updates and email the corrected documents.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by B. Weiss, second by S. Janowiak. By roll call vote: K. Budsberg-yes; L. Hiland-yes; S. Janowiak-yes; P. Streiff-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 7:44 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by K. Budsberg, second by S. Janowiak. By roll call vote: K. Budsberg-yes; L. Hiland-yes; S. Janowiak-yes; P. Streiff-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 8:25 p.m.

RESULTS OF CLOSED SESSION: DISCUSSION AND CONSIDERATION: INTERIM

DIRECTOR: L. Hiland will contact the prospective candidate to discuss the details of the Interim Director Position.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by K. Budsberg. Motion carried at 8:26 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JULY 8, 2014 LIBRARY BOARD MEETING.