

**North Valley Public Library  
Board of Trustees  
Transitional Director Meeting Agenda**

10 August 2011

Call to Order

1. Introduction of Guests
2. Approval of Agenda
3. Approval of Minutes; June 29<sup>th</sup> and July 13<sup>th</sup>, 2011

Old Business

1. Preliminary screening of applicants
2. Interviews start after the closing, 19 August 2011

New Business

1. Perform interviews using conference calls or Skype
2. Interview questions
3. Probationary period and background check
4. Next transitional meeting, August 24<sup>th</sup> and/or 31<sup>st</sup> 2011

**North Valley Public Library  
Board of Trustees  
Transitional Director Meeting**

10 August 2011

Members Present

John Conlan  
David Anderson  
Gayle Tom  
Rita Faulkner

Guests Present

-None-

CALL TO ORDER

John called the meeting to order at 5:00 PM

1. No guests were present to be introduced.
2. John requested an item be added under New Business, #5, Directors Report. John made a motion to approve the agenda with the added item. David seconded. Motion carried, with all members present approving.
3. John asks if there were any corrections for the 29<sup>th</sup> June and 13 July 2011. None were provided. John made a motion that minutes for both dates be approved. David seconded. Motion carried, with all members approving.

OLD BUSINESS

John motioned that the board meeting be moved into Executive Session, due to the personal nature of the resumes submitted by the director applicants. Rita seconded. Motion carried, with all members present approving.

Open Meeting closes at 5:05 PM. Minutes for the closed session will be provided in a separate report.

Executive Session closed at 6:25 PM, and Open Meeting resumed.

NEW BUSINESS

1. Performing interviews with either conference call or Skype. Seth Pollman will be setting up. John will contact the chosen applicants, asking them for their preference to interview, which will take place sometime after the closing date of 19 Aug 2011.

2. Because of the length of the proposed questions, and the lateness of the day, Rita asks that we have until the next board meeting, 17 Aug, to review the questions. All were in agreement.

3. Rita suggested a probationary period, if the library does not currently have one. This is for the applicants protection, as well as the library. John would like to see medical coverage to take place upon hiring, pointing out that some are leaving their jobs, thus leaving their medical coverage behind. Other board members are in agreement to have a probationary period, but John suggested Rita contact PERS to determine if they have a waiting period. Rita will follow-up.

A background check will be done on the new director when they are hired.

4. All members decided to wait until the next board meeting, 17 Aug 2011, to decide if another transitional meeting needs to be scheduled. Jamison will be available, but Gayle will not be available from 17 Aug through Labor Day.

5. As acting director, John reports that LDS has offered volunteers to help with chores around the library, on Saturday, 10 Sep 2011, from 9:30 – 11:30 AM.

There are issues with the Big Read Program. John will speak with Patricia and Renee for clarification.

Seth Pollman has changed his hours to suit the needs of the library.

John asked if there were any other discussions. None offered. John made a motion to adjourn the meeting. David seconded. Motion carried, with all members approving.

Meeting closed at 7:10 PM.

Rita Faulkner