

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

24 August 2011

Call to Order

1. Introduction of Guests
2. Approval of Agenda
3. Approval of Minutes, 10 August 2011

Old Business

1. Screen and Vote on Applicants
2. Interview Questions
3. Interview Schedule

New Business

1. Directors Report

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

24 August 2011

Members Present

John Conlan
David Anderson
Rita Faulkner

Guests Present

-None-

John Conlan called the meeting to order at 5:20 PM

1. No guests to be introduced
2. Two items to be added to the agenda under New Business; Rejection Letter (David) and Probation Period for new hire (board). John made a motion to approve the agenda with the added items. David seconded. Motion carried with all members present approving.
3. John asked if the minutes have been read by all the members. All in agreement they had, John made a motion to approve the minutes. David seconded. Motion carried with all members approving.

Old Business

1. The board reviewed the 6 additional applicants for the directors position. Board members present voted on which would be notified of an interview. None of the applicants received votes; therefore, they would not be contacted by John for an interview.
2. Interview questions were reviewed. John will type and send out to all board members before Friday.
3. Interview schedule was handed out to the board members. A copy will be attached to the recorded minutes.

New Business

1. John provided a summarized report of the Vista Program, meeting the Vista supervisor, and the volunteer's duties.
2. David provided a draft of the Rejection letter to be sent to applicants not receiving an interview. After discussion, John made a motion to approve. Rita seconded. Motion carried with all members present approving. Rita to send David the names of the individuals to receive the letter. A copy of the names will be attached to the recorded minutes.
3. After discussion, it was determined that 3 months will be the Probationary Period for new hires, applying to vacation, sick leave, insurance stipend. This will not apply to MPERA (Formerly known as PERS). David made the motion to approve the 3 month Probation Period. John seconded. Motion carried with all members approving.

John asked if there was any further discussion. None offered. John made a motion to adjourn the meeting. Rita seconded. Motion carried with all members approving.

Meeting closed at 6:45 PM.

Interviews are scheduled for August 26 and August 31.

Rita Faulkner