

West Tisbury Public Library Board of Trustees
Minutes 8/22/19
Location: West Tisbury Library

Attendees:

Trustees: Caroline Flanders (Chair), Wendy Nierenberg (Vice-Chair), Fran Finnigan, Elaine Barnett, Wayne Smith, Rob Hauck,

Present: Beth Kramer

Minutes:

Caroline Flanders called the meeting to order at 4:00.

Minutes of 7/9/19 were approved at 4:05.

Director's Report: (See Attached)

- Alexandra Pratt will replace Nelia Decker as Children's Librarian beginning September 3. She will commit 30 hours to the children's library and 10 hours to working with Beth on payroll, deposits, and financial reports.
- It is the director's long term plan to increase the hours of all full-time staff to 40 hours/week.

Old Business:

- Following up on the CPC-Funded Field Gallery/Library Garden project: After irrigation was put in place, it was discovered that the bid design was insufficient. Additional irrigation will be needed. It will be installed in the fall at an additional expense. An additional set of stairs will be added to the project, and Oakleaf Landscaping has promised better plant care.

New Business:

- The Board focused on developing a timeline for the search for the new library director
 1. The Board created a Screening Committee to conduct to search. The Committee will consist of five members; 2 from the Board of Trustees (Hauck and Smith), one from the Foundation (Waters), one from the Friends, and one from the public (Nelia Decker). The Committee is expected to be up and running by October if not sooner.
 2. The First Benchmark is placing an ad announcing the position in local, regional, and national media By November 15.

- a. Before this, Beth has agreed to draft an ad and obtain the current job description and determine where the job should be posted
- b. Before this, a response letter must be prepared.

3. The Application Deadline will be January 10.

4. The Second Benchmark: From January 10-February 1, the Screening Committee will put together a shortlist of candidates.

5. The Third Benchmark: Candidates will be interviewed by the Screening Committee and the Board of Trustees.

6. It is anticipated that the selection will be made by March 1, 2020, with a target date of having the new director in place by May 1.

● **At the September 10 meeting, the Board will review the final composition of the screening committee, discuss qualities of the new director, and review the job description so that an ad may be placed.**

Correspondence:

- The library has received two donations: one in the name of Pat Gregory, and one for materials for the Children's Library in the name of Mimi Wilkov.

Public Comments: None received

Adjournment: 5:15 pm.

Next Meeting: Tuesday, September 10, at 6:30 pm

Submitted by: Rob Hauck, 9/6/2019

APPROVED 9.10.2019 6.37 PM