

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SPECIAL MEETING  
December 21, 2016  
Minutes**

**PRESENT:** Bell, Lunn, Keliher, Menikheim, Otte, Richie, Stark

**ABSENT:** Carlsen, Hansen

**STAFF:** Goeltl

**AGENDA ITEM 1: Call to Order**

Meeting called to order at 10:04 am by Keliher, President.

**AGENDA ITEM 2: Adoption of Agenda**

*Agenda adopted. MSP.*

**AGENDA ITEM 3: In-Person Public Commentary**

None.

**AGENDA ITEM 4: Director Search Process**

Board had extensive discussion regarding the interim director search process, focusing on the following topics:

- Options for sourcing an interim director: Board discussed various search methods for sourcing an interim director. The three primary options reviewed were 1) sourcing the position through Library Strategies, 2) sourcing the position with candidates from WCL, and 3) the board conducting the search itself which would include advertising the position, recruiting candidates, etc. Alternate options were proposed that included combinations of 1, 2, and 3. Costs, timing, and the pool of qualified candidates were considered with each option.
- Interim director requirements and job description: Board discussed the requirements and skills needed for an interim director. With both the Director and Assistant Director retiring, it was noted that job descriptions and transition plans from both positions should be reviewed when determining the job responsibilities and in evaluating candidates.

Board discussed that the Director's last day is February 28 and the Assistant Director's last day is in early February. The goal is to have an interim director starting, at least on a part-time basis, by February 1.

*Motion made to pursue an interim director search with Library Strategies pursuant to a written quote not to exceed \$3,750. Approved – Bell, Otte; Opposed – Lunn, Menikheim, Richie, Stark. Motion Failed.*

*Motion made to pursue an interim director search with Library Strategies pursuant to a written quote not to exceed \$3,750 and to ask Washington County to provide candidates as part of the interim director search process. Approved – Lunn, Menikheim, Otte, Richie, Stark; Opposed – Bell. Motion Passed.*

*Note: The notation MSP is used in instances of unanimous approval of a motion.  
In the event of division, the vote of each trustee voting will be recorded.*

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In preparation for the January 10 regular meeting of the board, the following tasks were assigned:

- Connect with Library Strategies regarding beginning the interim director search. Obtain quote for interim search, discuss role of WCL, and next steps in the process. Task assigned to Keliher.
- Connect with Keith Ryskoski to determine WCL's ability and willingness to provide candidates for the interim director search process. Task assigned to Keliher.
- Connect with Tom McCarty and Donna Robole to determine the role that city HR could provide in the search process. Task assigned to Menikheim.
- Compile the key responsibilities of an interim director. Assess percentage of time spent on different areas of work. Task assigned to Bell and Keliher.
- Inform Magnuson and McCarty of Board's steps in the interim director search. Task assigned to Keliher.
- Review Library finances and identify sources of funds for interim and permanent director searches. Assigned to Finance Committee.

**AGENDA ITEM 5: Public Commentary and Communications**

None.

**AGENDA ITEM 6: Adjournment**

Adjourned at 12:26 pm.

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