

Oscoda County Library Board

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UNOFFICIAL MINUTES

January 21, 2013

A SPECIAL MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON MONDAY, JANUARY 21, 2013 AT 8:00 A.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 8:06 a.m.

Members Present: Olsen, Crane, Call, Stenzel, and Shumaker

Members Absent:

Others Present: Amy Knepp, Mark Grantner

New Business

Assistant Director Position

The special meeting was called to plan for filling the Assistant Director's position due to the resignation of Violet Ward at the end of the month.

Chairman Olsen asked for a volunteer to serve with her and Director Knepp to review applications. Board member Stenzel volunteered. Board member Call will serve as alternate.

Crane/Call

Motion to place ad for the Assistant Director position in the local weekly paper and on both the Library's and MichiganWorks' websites. The ad in the paper should run on January 30 & February 6, 2013. The deadline for submission of resumes and applications will be Friday, February 15, 2013. All documents must be submitted electronically.

5 Ayes : 0 Nays. **Motion carried.**

Discussion was held as to whether the interviews should be held at a public meeting. Board member Shumaker stated that she felt interviews should be done through a committee and the committee should make a recommendation for hire to the entire board and then the board vote be taken. This is standard procedure at other institutions and businesses.

Stenzel/Call

Motion that the process of reviewing, interviewing, and recommending a candidate to hire for the Assistant Director's position be done through committee.

5 Ayes : 0 Nays. **Motion carried.**

The committee will meet on Monday, February 18, 2013 to review applications and set up interviews.

As a reminder, according to the job description, applicants for the Assistant Director's position should possess an Associate's degree and be willing to become certified at the appropriate level through the Library of Michigan.

The board agreed that they will not settle for second best.

Retirement Party for Violet Ward

As a reminder, a retirement party for Violet Ward will be held Wednesday, January 30, 2013 from 5-7 p.m. at the Library. Cake and other refreshments will be served. The public and other special guest have been invited.

It was also suggested that a plaque be purchased and hung in the Library to honor those who have provided long-time service to the Library including Violet Ward, Linda Wycoff, and Sally Galbraith. Other names may be added. Chairman Olsen volunteered to pursue this.

Seeing no further business, Chairman Olsen adjourned the meeting. The next regular meeting will be held February 13, 2013 at 4:45 p.m.

Respectfully submitted,
Deb Shumaker - Secretary