

**Putnam County Library Board of Trustee's Personnel Committee
Called Meeting
Wednesday, February 22, 2017
4:00 p.m.**

Agenda: Discuss the Library Director search.

Meeting was called to order at 4:05 p.m. by Committee Chair, Laura Clemons.

Committee members in attendance: Joe Albrecht, Laura Clemons, Larry Garrett, Gail Fowler, Matthew Kirby, Danny Rader,

PCL staff in attendance: Stacie Netherton, Director

The personnel committee reviewed the job description for Library Director. Under *Critical Requirements*, a motion was made to change the wording from, "ALA accredited master's degree in library/information science and at least 3 years of public library experience with demonstrated managerial expertise." to "ALA accredited master's degree in library and/or information science and at least 3 years of public library experience with demonstrated managerial experience preferred." was made by Danny Rader, seconded by Joe Albrecht. Motion passed.

The committee reviewed the pay scale and decided on advertising a salary range of \$45,000-55,000 commensurate with experience and qualifications.

Matthew Kirby, Director of Falling Water River Regional Library, provided the committee with a binder of best practices for hiring a library director.

The committee reviewed and made edits to the draft of the job listing. The position will be posted on ALA JobList, TLA Career Center, various Library ListSers, pclibrary.org, and the Herald-Citizen. It will also be posted to other state library career centers as permitted.

The position will be advertised during the month of May with a deadline of June 1.

The committee reviewed rubrics for determining qualified applicants.

Meeting adjourned at 5:05 p.m.