

Minutes of the Minerva Public Library Finance Committee Meeting
Tuesday, August 08, 2017, 5:00 pm
In the Director's Office

Call to Order: 4:55 pm

Attendance: Trustees Roger Bartley, Louanne Kiko, Dick Rutledge. Library Director Tom Dillie.

New Fiscal Officer Hiring Procedure

Mary Jane Smith has tendered her retirement with the last day scheduled for September 28. The search process needs to start immediately if the library is hire a new Fiscal Officer and have that new employee work with Mary Jane for a few days.

Decisions for this meeting:

Search Committee—Board President Roger Bartley appointed the Finance Committee as the ad hoc Search Committee for the Fiscal Officer position.

Search Committee's Responsibility—The Search Committee will review the application documents submitted by the job candidates and select candidates to invite for an initial interview at the library. From those interviewed candidates, the Committee will select a group of finalists to invite to interview with the full Board. The Board will then vote to make an offer to one candidate, and select an alternate if possible. As Board President, Roger will make the job offer and handle any negotiations with the selected candidate.

Timeline for Search Process—After discussing the draft timeline, the Committee agreed to post the job only online and to shorten the length of time the library would accept applications. The agreed-upon timeline is attached to these minutes. To expedite the hiring process, the Committee agreed that it would consider inviting highly-qualified candidates to an initial interview before the job posting closes on August 18.

Determine posted salary for position—The Committee reviewed a spreadsheet that Director Dillie had compiled showing wages, hours of work, exempt status, and education attained, for the FO or Deputy FO position at various local libraries. It was agreed that the hours of work for the position would be reduced from 32 to 30, and that the position could be returned to exempt status allowing the FO to flex 60 hours over a two-week pay period. Instead of posting a pay

range, or base wage, the Committee decided to offer a salary commensurate with experience.

Review and Approve Draft Job Posting—the draft job posting was approved with the changes and described above. On Wednesday, August 9, Director Dillie will post the position to the library's website, link to that posting from the library's Facebook page, and then post the job to the various on-line Ohio library job sites, as well as OPLINList and the Fiscal Officer's e-mail list.

Adjourn: 5:45 pm