

**Minerva Public Library  
Board of Trustees  
Special Board Meeting Minutes  
Wednesday, September 6, 2017**

**Call to Order:** the meeting was called to order at 6:30 pm. Trustees Virginia Birks, Roger Bartley, Louanne Kiko, Becky Miller, Diane Ruff, Dick Rutledge, and Phil Zbasnik were present. Library Director Dillie was also in attendance.

**Interview of final candidates for Library Fiscal Officer:** The Board is holding a special meeting to interview candidates for the position of Library Fiscal Officer. The interviews will take place in executive session. The Board will return to regular session to take action of the selection of a Fiscal Officer.

**Motion:** The full library Board will enter executive session to interview candidates Christina Davies and Steve Tope for the Library Fiscal Officer position. In addition to all library Trustees and candidates, Library Director Dillie will also attend the interviews.

**Move: Virginia Birks**

**Second:** Louanne Kiko

**Roll Call:** \_\_yes\_Bartley \_\_yes\_Birks \_\_yes\_Kiko \_\_yes\_Miller \_\_yes\_Ruff  
\_\_yes\_Rutledge \_\_yes\_Zbasnik

The Board went into executive session at 6:35 pm.

The full Board interviewed the two finalists for the Fiscal Officer position and afterwards discussed their impressions of the candidates.

**Motion:** to adjourn executive session and return to the regular meeting.

**Move: Louanne Kiko**

**Second: Phil Zbasnik**

The Board left executive session at 8:00 pm. Diane Ruff left the meeting.

**Action:** The Board revisited its general discussion of the candidates and reached a consensus that at this time, Christina Davies was the preferred choice. A discussion of salary followed with an agreement that \$30,000 a year, or \$19.23 an hour. Director Dillie reminded the Board that although both the Director and Fiscal Officer positions are considered exempt, they still are

required to account for, respectively, 80 hours and 60 hours in a pay period. Director Dillie will contact Ms. Davies references and, assuming all is well, then meet with President Bartley so that he may make the job offer.

**Motion:** Becky Miller moved and Dick Rutledge seconded, to authorize President Bartley to offer the position of Fiscal Officer to Christina Davies ,pending a position reference check, with a salary of \$19.23 an hour. In the even this candidate declines the offer, President Bartley may offer the position of Fiscal Officer to Steve Tope, pending a positive reference check, with a negotiated salary range to be determined by the Search Committee. The final hiring resolution by the Board is contingent upon the completion of a successful criminal background check of the candidate. The motion passed unanimously.

**Motion to Adjourn:** Louanne Kiko moved and Virginia Birks seconded. The meeting adjourned at 8:30 pm.