

Minutes of Butler Public Library Board Meeting

September 28th, 2021

Minutes not formally approved until next Library Board meeting on October 12th, 2021

Meeting was called to order by President C. Benjamin– 6pm

1. Members present:

- 1.1. Charlene Benjamin (President), Michael Bates, Andy Kristensen, Laura Meyer, Roger Benjamin
- 1.2. Excused: Karl Debelack
- 1.3. Guests: Carol Zuba, Bill Benjamin

2. New Business:

- 2.1. Discussion and Possible Action on hiring an Interim Director
 - 2.1.1. Charlene reported that she is making progress on finding an Interim Director through the Bridges Library System. One candidate, Terry Zignego, former Director at Delefield, is considering the position.
 - 2.1.2. Because an Interim Director will need to work fewer hours, the budget will easily cover the cost.
 - 2.1.3. Motion to approve finding an Interim Director by Michael Bates, second by Roger Benjamin
- 2.2. Discussion and Possible Action on Director's Position Description
 - 2.2.1. Most of the description is acceptable even though it is quite extensive. If an applicant is intimidated by the amount of responsibility, they are not the right type of candidate.
 - 2.2.2. The Board is seeking someone with at least a moderate level of experience with managing staff and a service organization. The library is too small to take on a complete novice.
 - 2.2.3. The Education, Certification, and Experience section of the Position Description needs to be edited to clarify the Educational requirements and remove the number of years in the Experience requirement. Charlene will make edits as suggested and send to the Board for review before finalizing the description.
 - 2.2.4. Motion by Laura to approve the Position Description with the required edits, second by Andy Kristensen.

3. Adjournment:

- 3.1. Motion to adjourn by Roger Benjamin, second by Michael Bates, motion carried unanimously at 6:20 PM.

Submitted by: Charlene Benjamin