

**Almond Twentieth Century Club Library  
Executive Session Meeting Minutes - March 25, 2023**

**In attendance:** Elva Owlett - Library Board President, Mary Jo Morrison - Library Board Vice President, Eric Ewald – Library Board Trustee, Linda Staiger - Library Board Trustee, Valerie Ewald – Library Board Trustee

**Meeting called to order at 11:00 a.m.**

- There were two viable candidates for the Director position. Elva shared the results of reference checks.
- The pros and cons of each candidate were discussed along with alternative hiring options.
- Connor was asked to join us briefly to give their input on the candidates.
- A decision was made to offer candidate BC the position. If she does not accept, the offer will then be made to CF.
- A discussion was held on the possibility of being open more hours and how to fund employee salaries to support additional hours.
- The Board decided to use the co-director model for library leadership. Valerie presented possible job descriptions which were accepted by the Board.
- Valerie presented the Board with a sample offer letter which was reviewed, amended and accepted.
- It was noted that while Valerie has been taking the minutes, she had not officially been appointed secretary. Eric motioned that Valerie be appointed secretary, Linda seconded - passed.
- Mary Jo will issue letters of non-hire to two of the interviewees. Elva will contact the successful candidate and the runner up.
- Valerie will email offer letter, job description & I-9 once we have a verbal acceptance.
- Eric motioned to raise Connor's wage to match that of the incoming co-director. Mary Jo seconded - passed.

**Meeting was adjourned at 1:28 p.m.** - Valerie motioned, Linda seconded.

## Job Description – Director of Programming and Outreach

It is the mission of the Almond Library to provide a safe, open, non-judgmental environment in which all members of the Almond community feel welcomed and have free access to library collections, service, and public use computers.

It is the desire of the Board of Trustees that each Director will ultimately learn all aspects of library operations to ensure a smooth continuation of service should one Director be unable to perform their assigned duties. It is to be understood that both parties will work co-operatively together and with the Board of Trustees to achieve and uphold the goals set out in the Library's long term plan and policies.

The duties below will be considered the responsibility of the Director of Internal Operations with the understanding that other duties may be assigned as appropriate:

- Be familiar with all aspects of library operations & assist as needed. This may include but is not limited to:
  - o Patron services such as check in/out materials, fulfilling patron requests & complaints, providing basic reference service.
  - o Shelving materials
  - o Keeping daily records of circulation & patron visits
  - o Keep accurate records for reporting of money collected for library services, donations, fundraisers and petty cash.
  - o Be proficient in MS Office programs as well as any systems related to library work.
  - o Answer phone, perform light minor service to library equipment.
- Develop and implement community programming for a variety of groups and interests with special focus on Summer Reading programs.
- Connect with community through outreach & collaboration with various groups & organizations to promote use of library services.
- Regularly maintain website and social media accounts to promote library services and programs.
- Research and apply for grant opportunities to benefit library and community.
- Responsible for creating Annual Report to be distributed to the community.
- Work in tandem with co-director regarding patrons needs & general operation of Library.
- Work with co-director and Board to create and manage budget.
- Work in tandem with co-director in developing/managing/weeding Library collections.
- Work in tandem with co-director to bring questions, concerns and reports to the Board of Trustees.
- Assist in general library care and upkeep.
- Serve as Director representative to STLS.

Any duties not specified in this description may be divided between the co-directors at their own discretion. Notification will be presented to the Board by the next Board meeting.

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The duties below will be considered the responsibility of the Director of Internal Operations with the understanding that other duties may be assigned as appropriate:

- Manage all aspects of the circulation desk in cooperation with the co-director.
- Be proficient in MS Office programs as well as any systems related to library work.
- Empty both book drop and DVD drop daily. Ability to lift at least 50 lbs.
- Check books in and out for patrons.
- Shelf books & videos the day they are returned.
- Answer phone, perform light minor service to library equipment.
- Provide basic reference service to patrons.
- Assist patrons in locating materials in the Library collection.
- Organizing & maintaining stacks, may perform large book shifts, in addition to moving books from main floor to basement.
- Perform Interlibrary loan procedures for patrons.
- Maintain the STLS Rotating Collections including checking books in and out, generating all reports and submitting necessary reports to STLS.
- Assist in cleaning and upkeep of library.
- Assist in set-up/tear-down of special events and/or activities.
- Keep accurate records for reporting of money collected for copying/printing/faxing fees, book sales, donations and fundraising.
- Work in tandem with the co-director regarding patrons needs and general operation of the library.
- Responsible for working with co-director and bookkeeper to file Annual Report with STLS.
- Perform basic book repair.
- Work with co-director & Board to create and manage budget.
- Research minor grant opportunities that may benefit library operations.
- Work with bookkeeper to ensure accurate reporting of library spend and balance petty cash.
- Work in tandem with co-director in developing/managing/weeding Library collections.
- Work in tandem with co-director to bring questions, concerns and reports to the Board of Trustees.

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