

TRUSTEES OF FORBES LIBRARY
Special Meeting of February 7, 2017

Present: Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Sheirer, Mr. Twarog, and Ms. Wight. **Also Present:** Brian Tabor, Dylan Gaffney, Ralph Holley, Stephen Stover, Jason Petcen, Ralph Holley, and Susan Enz.

The meeting was called to order at 4:00 PM in the Watson Room.

Public Comments

There were no public comments.

Candidate for Assistant Director Selection

Ms. Downing read a statement on behalf of the search committee for the Assistant Director/Patron Services Librarian. The search committee includes Ms. Downing, Ms. Moulding, Mr. Carrier, Ms. Hess, Ms. Julie Nelson, and Ms. Jennie Lamour. The process began in November 2016 with a revised job description that was posted regionally and on statewide sites. 31 applications were received and 4 candidates were selected for interviews including two internal candidates, Faith Kaufmann and Molly Moss, and two external candidates, Kirk Morrison and Emily Nichols who has since withdrawn her application. Each candidate was asked to present for five minutes to the staff and the search committee about an innovative patron service that he/she has developed followed by a question and answer period. After the presentation, the search committee conducted a formal interview with the candidate. The candidate then went out to lunch with Ms. Downing and Ms. Lamour. Staff were encouraged to provide feedback about each candidate and many responses were received. Ms. Downing thanked Ms. Lamour and Ms. Nelson for the labor-intensive tasks of collating and summarizing the feedback. The search committee was impressed with the unique strengths and experiences that each candidate brought. The position requires a variety of skills that are very divergent. The search committee is seeking someone who is analytical and also a people person, someone who is detail oriented and sees the big picture; someone who is creative and flexible and can handle statistics and data driven decision making. The search committee unanimously recommends Molly Moss as the candidate who demonstrates the experience and capability that most closely matches the needs of the position. She has served as the Head of Reference and co-manager of Information Services at Forbes for the last 6 years. Both at Forbes and in her diverse professional background, she has always approached her work thoughtfully and shown a great deal of commitment. She embraces technology and has a strong aptitude while also supporting readers and traditional library services. She has undertaken large projects while at Forbes and has approached them in a collaborative style. Since the beginning, she has looked at Forbes holistically and approached everything she has done with an eye towards serving the community. She is a well-respected manager who seeks out ways to encourage her staff to grow to their fullest potential.

Ms. Hess said that she had gotten to know Ms. Moss while working with her on the Director search committee. She found her to be intelligent, hard-working, and easy to work with. Ms. Hess said Ms. Moss anticipated the needs of the search committee and she will do the same for Ms. Downing. Mr. Carrier concurred.

Candidate for Assistant Director Selection (continued)

Mr. Twarog made a motion to offer Ms. Molly Moss the position of Assistant Director/Patron Services Librarian, contingent upon successful contract negotiations. Ms. Wight seconded the motion, which was passed unanimously.

Mr. Carrier asked Mr. Gaffney to get Ms. Moss, and Ms. Moss joined the meeting at 4:07 PM. Mr. Carrier offered her the position and told her the search committee was unanimous. Ms. Moss said she was very pleased and excited.

Executive Session

At 4:08 PM, Mr. Twarog moved that the Trustees go into executive session to discuss strategy in preparation for negotiation with the candidate for Assistant Director and pending legal issues because discussion in open session would compromise the library's negotiating position. Ms. Wight seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Mr. Twarog, and Ms. Wight all voting in favor. The Trustees invited Ms. Downing and Ms. Sheirer to remain as guests at the executive session. Brian Tabor, Dylan Gaffney, Ralph Holley, Stephen Stover, Jason Petcen, Ralph Holley, and Susan Enz left the meeting at 4:08 PM. Mr. Carrier, Ms. Downing, Ms. Hess, Ms. Sheirer, Mr. Twarog, and Ms. Wight were present during the executive session. No votes were taken during the executive session.

At 4:30 PM, Ms. Hess moved that the executive session be ended and the regular meeting reconvened. Ms. Wight seconded the motion, which was passed unanimously, with Mr. Carrier, Ms. Hess, Mr. Twarog, and Ms. Wight all voting in favor.

Ms. Wight made a motion that Ms. Downing send a letter to the city requesting reimbursement for payments for unused sick time for Ms. McGowan and Ms. Moulding upon their retirements. Ms. Hess seconded the motion, which was passed unanimously.

Mr. Twarog made a motion to approve the Assistant Director/Patron Services Librarian contract as amended in executive session, and that Mr. Carrier and Ms. Downing enter into contract negotiations with Ms. Moss. Ms. Wight seconded the motion, which was passed unanimously.

At 4:40 PM, Mr. Twarog moved to adjourn the meeting. Ms. Wight seconded the motion, which was passed unanimously. The meeting was adjourned at 4:40 PM.

Respectfully submitted,
Elizabeth Sheirer, Secretary