

**Wells Village Library Trustees
Emergency Meeting
August 13, 2018 - 7:00PM
Minutes (Subject to Approval)**

Present:

Trustees: Alex Brewster, Lisa Mattison, Michelle Bates, Becky Corey, Ron Dreher

Wells Village Library Staff: Joy Brewster

Guests: None

1. Call to Order (Action)

Alex called the meeting to order at 7:05pm.

This meeting was warned incorrectly. The correct agenda was posted, however, the date on the posting was incorrect. Thus, we posted today as an emergency meeting to focus on our most urgent business for this meeting. We will re-post the other planned business for our next meeting.

2. New Business: (Receive Information & Possible Action)

a. Upcoming vacant position and job description for same.

- On July 29th, the library's assistant, Erin Thompson, submitted her letter of resignation. Erin's last day is scheduled for August 18, 2018. Joy asked Erin to reconsider her plans to leave the library. Erin did, and then confirmed her plan to resign. Erin shared several concerns when she met with Joy on August 11th. Joy will share them with the board at our next regular meeting.
- Alex outlined the hiring process as provided by the town clerk. The position will be posted in local media outlets usually used by the town to publish available positions. Joy will interview candidates and will then present 1-2 finalists to the library board for review. The library board will recommend a final candidate to the select board.
 - Ron made a motion to ask Nora to place the ad as soon as possible. Michelle seconded the motion. The motion carried.
 - Joy will develop the job description. She presented a draft this evening that the Board reviewed and approved with one edit:
 - In the opening statement, "Under the immediate supervision of the Librarian or Library Director, performs..."
 - We will ask Nora to review the job description for consistency with other Town employees before finalizing.
- We talked about potential volunteers and potential temporary/interim employees who can cover the library hours until we find a replacement. Ron made a motion to authorize Joy to interview potential candidates as soon as possible to fill the position in the short-term if possible or appropriate.
- Joy requested that it be reflected in the minutes that the library staff often go above and beyond their assigned hours. For example, Erin has given many hours of her personal time shopping for books and helping the library in many other ways.
- Michelle made a motion to expend \$50 from the library's miscellaneous fund for a parting gift for Erin from the Board. Becky seconded the motion. The motion carried. Joy will make the purchase on behalf of the Board.

3. Set Next Regular Board Meeting: (Action)

Monday, August 20, 2018 at WVL, 7:00PM

(Following regular meeting scheduled for September 10, 2018 at WVU, 7:00PM)

4. Adjournment (Action)

Ron made the motion to adjourn at 7:43pm. Becky seconded the motion. The motion carried and the meeting was adjourned.