

**LINCOLN COUNTY LIBRARY BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES  
LIBBY BRANCH & ZOOM  
FRIDAY, MARCH 29, 2024**

**Trustees Present:** Laura Finley, Annie Gassman, Barb Hvizdak; Kerri Teisberg (Zoom)

**Others Present:** Alyssa Ramirez (LCL Director), Tracy Cook (MSL Consultant), Siri Larsen (LCL staff), Ray Stout (reporter)

**Call to Order:** Hvizdak called the meeting to order at 10:05am.

**Agenda Approval:** Motion by Finley to approve the agenda; seconded by Gassman; approved

**Public Comment:** no comments

**Work Session with Tracy Cook, MSL Consultant**

District Discussion:

- MOU's - are between the District board and County Commissioners but could be agreed upon beforehand. Draft a list of items to be included on MOU
- Board Terms – Three members will serve 2-year terms; two members will serve 4-yr terms; length of terms determined by lottery. It's feasible Commissioners could call an election as early as Nov. 2024 but difficult to meet deadlines to do so. Discuss advantages of deferring election to avoid potential full board turnover as soon as Nov. 2024; allow more time for transition process; and better align with FY and budget process. Consider including election date May 2025 in MOU. Could we ask Commissioners to elections with General and Off-Year election cycle to save expense of paying for election?
- HR & Payroll – include in MOU request to remain with County HR & Payroll during initial transition period (2 yrs?). Request at no charge; be prepared to pay fee. Transition to fully independent at some future point. Cook stated Polson & Stevensville contract similar services and could share info.
- Board Representation – not as we initially thought it would be due to the boundary of the proposed District. Trustee positions will need to be open to any county resident, however by-laws could state preference for equal representation between communities.
- Audit – get cost estimate and reference for approved outside auditor at point of transition btw County & District. Requires GAO approved auditor
- Priorities:
  - MOU
  - By-laws
  - Personnel Policy
  - Insurance

Personnel Search Discussion:

- 19 July 2024 – Ramirez effective resignation date
- Procedure:
  - Update job description
  - 48 hr. internal posting for all County employees
  - 2 wk Job Search posting

- 23 April - review applications
- Other Postings:
  - ‘Wired’ (MLA only)
  - ‘PNLA’ (Northwest US) \*
  - ‘Mountain Plains’ (Central US) \*
  - ‘ALA’ (costly)

\*Suggested by Tracy
- Tracy Cook stated there are Trainee programs; Leadership programs; MSL certification; Westaff and MACO trainings. \*\*Prioritize getting a new Director to personnel training\*\*
- To help develop interview questions:
  - Identify 3-5 most important job responsibilities? Top KSA’s required (knowledge, skill, ability)?
  - Duties/characteristics include:
    - 1) good supervisor, manage personnel;
    - 2) manage through transition
    - 3) ability to build relationships
  - What absolutely will not work?
- Tracy will not directly participate in the interview process but can assist w/ job description, formulating questions, etc.
- Dallas Bowe: will participate in interviews to ensure no inappropriate questions are asked; answer any HR-related questions (i.e. benefits, pay, etc) “You must ask all applicants the same questions!” If we choose to score interviews, then points must be awarded for Veteran’s Preference
- Hiring committee might include members from: library board, Foundation, FOL, community. Committee completes the 1<sup>st</sup> round and weeds out potential applicants for 2<sup>nd</sup> round. 2<sup>nd</sup> round interviews more in-depth
- If budget allows, negotiate transportation, moving costs, etc.
- Wages – can we afford to pay a living wage?
- Is position at proper grade? Commissioners would have to determine and vote to change grade. Recent requests have all been denied.
- **Conclusion:** Alyssa will submit Job Description to HR April 1<sup>st</sup> for internal posting. Allowing for any delays, 48 hr posting should close April 3<sup>rd</sup> at the latest and then move to Job Search. Job Search posting runs April 3 – April 17. Board will meet April 23 to canvas applications.

### Housekeeping:

- Board Meetings
  - April 23, Libby-review applications for Director
  - April 25, Eureka
  - May 23, Troy
- Library Calendar
  - April 22, closed for staff meeting
  - May 27, closed for Memorial Day

**Adjourn:** motion by Finley to adjourn; seconded by Gassman; approved. Meeting adjourned 1:30pm