

HAYS PUBLIC LIBRARY BOARD MEETING  
JANUARY 24, 2018, 4 PM

Present: Patti, Mary, David, Katie, Stacey, Dustin  
Called to order at 4:00 pm

1. Public Comment: Chamber Chat, Friday 9:00 basement  
Open House, Monday 6-8 PM
2. Old Business
  - a. CD renewal quote
    - i. GPCU is willing to beat competition with 1.39%  
David moved to take GPCU quote, Mary seconded, passed unanimous
    - ii. Renewal is 02/05/18
  - b. HVAC
    - i. Glassman
    - ii. Reliable
      - Discussed 2 bids. David moved to accept Reliable, Patti second. Passed 3-0-1.
      - Cafeteria plan BKBS goes into effect February 1. Will deduct health and dental insurance before taxes.
      - HPL – David moved, Stacey second. Passed 4-0-0  
The HPL hereby directs a transfer from the fiscal year 2017 General Fund to the Capital Improvement Fund in an amount not to exceed \$138,106.00.
3. New Business
  - a. Hiring process for new Director
    - Gail from CKLS came to give search overview info.
    - 2016 Salary Survey
    - Consider LSA and other area salaries
    - Recommended to consider during salary setting phase
    - Checklist for hiring library director
      - Anythink
    - Be sure mission and vision are in alignment
    - Questions (get from Gail) and rubric (need to make)
    - Apple program-yearlong, intense new library director training (2 F2F; webinars)
      - Adding sophomore classes
    - Overall, mentoring from CKLS. Require next.
    - Be sure to post full application online.
    - Applicant should look at demographics of community (i.e., DINK, DIWK, Seniors, etc.)
    - Applicant should know community, industries, community resources.
    - Only provide them salary range
    - Six-month probationary period. They need to be mentored by CKLS and Board
    - Run ad for 30 days
      - Director needs to give 30-60 days' notice
    - Interview questions: How will you mentor staff? How do you tell a staff member no when they can't get what they want?
    - Search committee: usually Board
      - Could add senior library staff member
    - Transparency
    - Clear communication
    - No fear-based leadership

- Communicate library culture
  - Describe library culture in five words – ask staff
- Letter of offer: hiring, probationary period defined, mentored by board, at-will, benefits
- Trustee training – June 6, August 2
- Not paper
- ESU slim list
  - Email Gail
  - Dean Jung

#### 4. Open Board Discussion

Next meeting will be held Wednesday, February 14, 2018.