

**GREENDALE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**MINUTES**

**February 17, 2016**

Acting President Lubing called the meeting of the Greendale Public Library Board of Trustees to order at 5:00 p.m.

Library Director Niebuhr stated that the Agenda for this meeting had been published in compliance with the Open Meetings Law.

Present: Amidzich, Cooley, Jensen, Lubing, Maierle, Sikorski.

Trustee Amidzich arrive at 5:05 p.m.

Trustee Sikorski left at 6:00 p.m.

Also Present: Gary Warren Niebuhr, Library Director

Todd Michaels, Village Manager

Sarah Jankowski, Assistant Village Manager

Bruce Gay, Milwaukee County Federated Library System Director

**CITIZEN'S COMMENTS**

Acting-President Lubing reserved the right for citizen's comments within the content of the discussion to follow.

**NEW BUSINESS**

A discussion was held on a revision to the job description of the Library Director. The following revisions were made to the job description:

Provides a diverse range of library services to meet the needs of the community by supervising the activities of each department within the library's structure. Systematically evaluates all services and programs.

Develops a diverse collection of print, digital and nonprint materials to meet the needs of the community by supervising the selection, purchase and withdrawal of library materials.

Informs and advises the Board as to the mission and vision of the library; local, regional, state and national developments in the library field. Acts as a liaison with the Milwaukee County Federated Library System in the area of administration and contract negotiations.

Interacts effectively with youth, adults, staff, and public officials, maintains good public relations, contributes leadership ability within the community and promotes libraries and their services. Meets regularly with the Village Manager and works in collaboration with other Village department heads, Village officials and school personnel.

Acts as an ex-officio member of the Greendale Public Library Foundation, Inc., Board of Directors. Seeks alternative funding through grant writing and other processes.

The probationary period for this position shall be one (1) year.

A discussion was held and agreement was reached that the marketing of the job description should include information about the Community Learning Center.

Trustee Amidzich moved, Trustee Jensen seconded, a motion to approve the job description of the Library Director with the discussed amendments.

Ayes: Amidzich, Cooley, Jensen, Lubing, Maierle.  
Noes: None.

A discussion was held on where to post the job opening. It was agreed that the opening would be posted at Neogov, UWM-SLIS, with the MCFLS member libraries and to the neighboring library systems.

A process was developed for the Library Board to hire a new library director.

The Village Manager will issue a press release about the resignation of the current director

The job will be posted from Monday, February 22, 2016, to March 18, 2016 on Neogov, the Village webpage, the Library webpage. The posting on the webpages will include a component for public input.

Assistant Village Manager Sarah Jankowski will monitor the applications receive on Neogov including excluding those that do not meet the minimum qualifications

Trustee Lubing will visit with Assistant Director Sandy Grams and Librarian: Youth Services Lisa Reinke;

Trustee Maierle will visit with the clerical staff on Friday, February 26, 2016, at 10:30 a.m.; Trustee Amidzich with meet with Park and Recreation Director Jackie Schweitzer, Health Director Sue Sheppard, Greendale School District Library Media Specialists Sandy Speare and Linda Thomas.

The Library Board will reconvene at its regular meeting on March 9, 2016

A committee of the whole will select the candidates to interview.

The interview panel will be determined.

During the final interview, a written test during the interview will be provided.

When a final candidate is selected there will be a standard evaluation test provided by the Village, a police background check, a physical examination, and the candidate will be asked to provide their credentials.

Trustee Amidzich moved, Trustee Jensen seconded, a motion that the Library Board shall convene into closed session pursuant to Section 19.85(1)(C) of the Wisconsin Statutes for the purposes of "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility".

Ayes: Amidzich, Cooley, Jensen, Lubing, Maierle.  
Noes: None.

The Library Board did not return to open session.

#### ADJOURNMENT

The meeting adjourned at 6:45 p.m.

Respectfully submitted,  
Gary Warren Niebuhr  
Library Director

Jan: Review of Library Board Policies; Feb: Library Annual report; March: State Annual Report; April: Open; May: Open; June: General Budget Review & Director Mid-Year Review; July: Organizational Meeting with Elections and Second Budget Review; Aug: Organizational Meeting with Elections and Second Budget Review; Sept: Budget to Village Manager; Oct: Budget to Village Board; Nov: Library Director Review; Dec: Joint Meeting with Foundation Board officers & Review of Long Range Plans;