

## **Board of Trustees Special Meeting Minutes**

Clinton Public Library Board of Trustees, Special Meeting, 23 October, 2018, 12:00 – 1:30 PM,  
Library Board Meeting Room, Clinton Public Library, 306 8<sup>th</sup> Ave. S, Clinton, IA 52732

Present at the meeting were Tom Streveler, Sue Raaymakers, Quinn Williams, Judy Carstensen, Colleen Nixon, Dick McLane, Bart Leavens, and Francie Hill.

Also present: Jill O'Neill (Interim Director), Stacy Campie (Administrative Assistant), Sandy Hansen and Linda Cornelius, (Friends of the Library).

Meeting called to order by Streveler.

- I. Agenda: Moved to accept by Hill, seconded by Nixon. Passed.
- II. Approval of minutes: Minutes of October regular meeting had not been distributed. Not voted on.
- III. Motion made by President, seconded by Raaymakers to accept termination of Holly Youngquist as Director. Passed unanimously by roll call vote.
- IV. Motion made by Nixon, seconded by Carstensen to approve appointment of Jill O'Neill as Interim Director. Passed unanimously by roll call vote.

VII. Interim Director Expectations. It was expressed that the interim director should work more closely with the board committees than what has been most recently experienced. Example is keeping Personnel Committee abreast of hiring and firing of staff. Jill was complemented for her work so far. No new major programs or projects should be undertaken without coordination with the board. Motion was made by Williams, seconded by Hill to have the Personnel Committee review the current director evaluation form for possible changes. Passed.

Jill talked about her most recent training efforts and certification pursuits. She said she would know more about what she needs regarding training and certification by the end of November. President made the motion and Carstensen seconded raising Jill's salary by \$500. per pay period for interim director pay. Passed unanimously by roll call vote.

We briefly discussed search for director mentioning several places where it could be advertised.

Motion was made by Hill, seconded by McLane to go into closed session to discuss personnel issues. Passed unanimously by roll call vote. Request was made by Admin. Assistant.

When the board went back into open session at the conclusion of the closed session, Hill moved and Raaymakers seconded to have the Personnel Committee evaluate possible need for disciplinary action. Passed.

Library closures for November were discussed. The library will be closed Nov 22, 23, and 24 and additionally on Nov 12 for in-service.

Motion made by Hill to adjourn, seconded by McLane. Passed. Meeting adjourned. Next regular meeting will be November 9<sup>th</sup> at noon.

Quinn Williams, Secretary