

**Library Board
Community Development Conference Room CH
3815 Sachse Road, Building B**

**Special Meeting Minutes
Wednesday, September 14, 2011**

Present

Board Members: Robert Rodgers, Amos Pettis, Michael Ewing, & Dia Rhoden

Not Present: Michele Carter, Robbie Huddleston, & Patrece King

Director: Lance Whitworth, Interim Director

Council Liaison: Todd Ronnau, not present

Friends of the Library: Kathy Cobb

1. Call to Order.

Robert Rodgers called the meeting to order at 7:00 p.m.

2. Invocation and Pledge of Allegiance to the U.S. and Texas Flags

No pledges or invocation were given due to temporary relocation out of normal meeting room.

3. Approval of Minutes

- 3a. 11-0350** Consider approval of Minutes of the August 8, 2011 Regular Meeting

The minutes from the August 8, 2011 regular meeting were reviewed. Michael Ewing made a motion to approve the minutes as presented, and Amos Pettis seconded. The August minutes were unanimously approved as presented.

4. Regular Agenda Items

- 4a. 11-0418** Consider a resolution regarding the Library Director position.

Amos Pettis informed the Board of the City Council's recent discussions and considerations of the City's financial situation and budget, including the Council's expressed concerns regarding salary requirements to hire a more highly-compensated Library "Director" versus a Library "Manager" that could report the Parks and Recreation Director. Kathy Cobb discussed the City's budget issues. Lance Whitworth also discussed the City Council's expressed budget concerns for the entire city and specifically the Library. Mr. Whitworth said the budget had been passed and a salary range had been approved for the new Library director/manager position.

Amos Pettis made a motion to adopt a resolution which was presented to the Board concerning the retention of a new Library Director. Dia Rhoden seconded the motion, and the resolution was then open for discussion.

Michael Ewing asked about if a “temporary” manager were hired, could that “temporary” decision later be changed. The Board discussed the practical difficulties of such a “temporary” personnel decision, especially while the City has an “interim” City Manager and is in the process of attempting to hire a permanent City Manager.

Mr. Whitworth stated the decision had been made to delay formally opening the position of Library Manager until after the Board had the chance to meet and consider giving any advice.

Robert Rodgers asked the salary difference between the former Director’s salary and a starting Library Manager salary. Mr. Whitworth explained there was a \$15-18,000 difference (decrease), while a new Library Director would result in a salary increase.

Mr. Rodgers asked about the amount of grants obtained by the former Director. Mr. Whitworth explained these amounts would not usually be itemized on the City’s budget. Mr. Pettis presented information and documentation on the amounts:

- over \$700,000 in free advertising (as told verbally, but without documentation),
- a \$27,000 grant from the EDC,
- a \$10,450 federal grant for laptops,
- approximately \$10,000 in mini-grants from the Texas Library Association,
- a \$3,000 Texas Reads grant,
- e-book reader donations, and
- display furniture/fixtures donations;

Mr. Rodgers asked if the Parks and Recreation Director would be able to re-direct personnel and resources from one department under his direction to another department under his direction. Mr. Whitworth said yes, and that he had done so as needed on occasion.

Mr. Rodgers opined that the new City Manager would surely want to have input on these type of city personnel decisions, and that it seemed premature to make the decisions ahead of the hiring of the new city manager. The Board members agreed.

Mr. Rodgers noted that the amount per month “saved” while searching for a new Library director/manager would offset at least a year’s difference in the increased salary of hiring a Library Director, although that savings would only be temporary.

Mr. Whitworth noted that Ellen Ritchie was currently doing an increased work load – and doing an outstanding job – but that would not be sustainable for very long.

Dia Rhoden opined that posting an opening for a “director” position at the lower manager salary would still likely get qualified applicants in the current market. Ms. Rhoden also noted that several surrounding cities had changed job titles of the person in charge of their libraries without sacrificing the quality of the leadership. The Board members expressed agreement.

Mr. Whitworth stated that the City's human resources department wanted to stay within "market" on any position and did not want to try to hire someone at a salary less than market. Mr. Rodgers noted that "market" really means what an employer will pay and an applicant will accept, which is constantly redefined and not dependant on surveys. If a job is offered at a set salary and accepted by a qualified applicant, that just reset the market for that position.

Mr. Rodgers asked the difference between a library "manager" and a library "director" position. Mr. Whitworth did not know the differences. Concern was expressed about the Parks and Recreation Director making personnel decisions for a library. Mr. Whitworth said he would be making the decisions with the assistance of the City's human resources department. Mr. Pettis stated his understanding of the main practical effect of the title would be serving as a department head and reporting directly to the city manager versus reporting the head of another department.

Mr. Rodgers asked about the significance of the title "director" versus the reporting hierarchy of the position irrespective of title. Mr. Pettis opined that the title was much less important than the qualification and experience of the person holding the title and the ability of the person to serve as a department head to advocate for the Library at City Hall on issues such as the budget, personnel, and events. Additionally, a department head would be better positioned to seek and obtain grants and awards to supplement the City's budget for the Library.

Mr. Rodgers stated it would be potentially beneficial to see if the City could find a qualified person even at a lower salary that could serve the roles that the Board believes the head of the Library should serve. Mr. Rodgers suggested posting the position for a director at the approved salary and seeing the quality of the applicants before deciding to settle on a library manager. Ms. Rhoden expressed agreement and confidence in finding a qualified candidate.

It was discussed that the position will be posted for internal and external applicants. Mr. Pettis asked if a candidate was hired internally, would that candidate's position then be filled or would the Library only "promote" someone without replacing the person, resulting in a decreased head count for the Library. Mr. Pettis noted that the Library has been at the same staffing head count since 2002 despite significant increased usage of the Library, based on the statistics. Mr. Whitworth stated that if an internal candidate were to be hired as the new director/manager, that person's position would be filled.

Michael Ewing asked about other departments in the City with "directors" versus "managers," or having both positions – specifically for salary and reporting (to City Manager or head of another department) – and the effect on morale if changes were made for the Library. Mr. Whitworth explained some departments are different and that salary does not always follow job title for the current city staff.

Amos Pettis made a motion to amend the resolution by changing the wording of the final paragraph (restating the "be it resolved" section to address timing, job title, and reporting as a department head). Michael Ewing seconded the motion to amend.

The members discussed that such an amendment would more accurately present the collective advice of the Board and would include specific recommendations to the City Council. There was some discussion about wanting to present the City Council with a clear presentation of the Board's recommendations and reasoning to wait to make any personnel decision until the new City Manager is hired and trying to hire a director/manager – irrespective of title – that would be qualified and serve as a department head to report to the City Manager and not the head of any other department.

Michael Ewing made a motion to table the resolution (a motion to wait until next week after seeing a final typed version of the resolution with all amendments). The motion died for lack of a second.

Amos Pettis made a motion to amend the amendment to the resolution by changing the word “former” in the 2nd and 4th paragraphs to “during recent years, it has been shown that a qualified” and changing “Director” in the 3rd, 6th, and 7th paragraphs to “director/manager.” Dia Rhoden seconded the motion to amend the amendment.

The members discussed that this amendment would clarify the resolution.

Amos Pettis observed that the 7th paragraph (regarding salary costs and benefits) potentially shifted the focus of the resolution away from the concerns the Board were discussing and wanted to address to the City Council.

Amos Pettis made a motion to amend the amendment to the amendment to the resolution by deleting the 7th paragraph (regarding salary costs and benefits). Michael Ewing seconded the motion to amend the amendment to the amendment.

The members discussed that this amendment would clarify that the Board was not asking the City Council to approve spending more money.

The vote was called on the motion to amend the amendment to the amendment to the resolution (by deleting the 7th paragraph regarding salary costs and benefits), and the amendment to the amendment to the amendment to the resolution passed unanimously.

The vote was called on the motion to amend the amendment to the resolution, as amended (by changing the wording of “former” and “Director” in several paragraphs), and the amended amendment to the amendment to the resolution passed unanimously.

The vote was called on the amendment to the resolution, as amended (changing the “be it resolved” paragraph), and the amended amendment to the resolution passed unanimously.

Amos Pettis called for the question on the resolution, and the vote was called. The resolution, as amended, was adopted unanimously.

5. Director’s Report including announcements, statistics, upcoming events, current activities, and local achievements.

Lance Whitworth said the children’s Tea Party event was well attended and successful. Ellen Ritchie was named employee of the month. Amos Pettis asked if the repairs and remodeling from the February freeze were completed, and Mr. Whitworth said they were. The carpet and hard floors were finished being redone. Mr. Whitworth also advised that the Small Business Library was finished being moved out of the caboose into the main Library building. Upon question from Mr. Pettis, Mr. Whitworth said the small business materials were displayed and available for use by patrons.

6. Friends of the Library update

There is an upcoming Authors event on September 27th with 3 local authors scheduled to attend and refreshments to follow. Fallfest is coming up, and the Friends will be raffling a Nook and a Pan e-reader. There will be free books with the membership drive. Additionally, the Friends have a new book bag for sale that should be more profitable than the previous design.

7. Library Board announcements regarding special events, current activities, and local achievements

There were no Library Board announcements.

8. Adjournment

Amos Pettis made a motion to adjourn, seconded by Michael Ewing. The motion carried and the meeting was adjourned at 8:46 p.m.

ATTEST:

APPROVED:

LIBRARY BOARD SECRETARY

LIBRARY BOARD CHAIR