

PERRY PUBLIC LIBRARY

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Director Search Committee Meeting 8/5/2021 2PM

In attendance – Priscila Popp, Dave Shearing, Bethany Zerbe, Jessica Pacciotti, Ron Kirsop (over phone), Jessica DeMarte (invited at 2:20)

The meeting was called to order at 2:04

Ron Kirsop was called and gave the search committee a run down on the typical way to run a director search, including a short summary on civil service in the county.

Bethany Zerbe, board president, appointed Priscilla Popp, Dave Shearing and herself to the Director Search Committee.

Discussion ensued about the role of interim director. Bethany Zerbe made a motion to recommend Jessica DeMarte for the position as the interim director. The motion was seconded by Priscilla Popp and the motion passed unanimously.

The committee reviewed the current director job description, and had no edits. The description was referred to the full board for review.

After some discussion a tentative schedule was proposed for the director search. With the anticipation that the job will be listed after the August board meeting on Monday.

The job will be listed with an application close date of September 30th. The board will complete first and second round interviews throughout the first three weeks of October. If third (final) round interviews are thought to be needed the board will complete them the last week of October. The goal is for the board to make a final determination at the November 1st board meeting. The proposed start date for the new director would be December 1.

As Jessica DeMarte will be taking over the interim director position the committee discusses her salary while holding both this director and youth services positions. Official discussion of this will be referred to the full board, though the committee recommends that salary should at least meet the overtime exemption limit of \$48,750 and that all benefits should be granted at the director level, for however many weeks that she holds the interim position. Due to the training required for the position the committee recommends that this new salary take effect 8/9/2021.

Director Pacciotti noted that there is nothing in policy regarding paying out an employee's paid time off at the time of resignation. The committee agreed that Director Pacciotti should be paid out her remaining weeks of PTO after her last day on 8/20.

The committee would like a library employee or consultant to be included in some of the interviews. The committee believes that Ron or Suzanne from PLS would be ideal for this role.

Director Pacciotti will do the following – Call the Civil Service department of Wyoming County. Provide the director job description for the entire board at Monday's meeting.

Director Pacciotti and Interim Director DeMarte will work together on combining the Youth Services Librarian and Director job descriptions together to create an Interim Director Job Description.

Bethany Zerbe made the motion at 3:46 to adjourn the meeting. Motion passed unanimously.