

SUPERIORLAND LIBRARY COOPERATIVE  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
March 16, 2021

**CALL TO ORDER:**

A meeting of the Superiorland Library Cooperative (SLC) Board of Directors was held via Zoom remote conferencing service. The purpose of the meeting was to approve the director job description, director job advertisement, and an advertising budget. The public was also invited to participate in the meeting via Zoom. The Chair, Caroline Jordan, called the meeting to order at 11:04 a.m. Eastern

**ATTENDANCE:**

**SLC BOARD MEMBERS PRESENT:** Caroline Jordan\*, Chair; Marion Luckey\*, Vice-chair; Deb Friedman\*, Secretary; Pat Cheski\*, Patti Jahn\*, Cris Roll\*, Kim Nowack\*, Donna Adams, Brad Winnicki, and Pamela Malmsten, SLC Interim Director

**SLC STAFF PRESENT:** Shawn Andary

**LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT:** Alycia McKowen, St. Ignace Public Library; Lisa Waskin, Superior District Library; Jessica Holman, Negaunee Public Library; and Dillon Geshel, Portage Lake District Library

**VOTING BOARD MEMBERS ABSENT:** Janet Wagner and Barb Rice

**APPROVAL OF THE AGENDA:**

Marion Luckey MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED. The motion was seconded by Deb Friedman, unanimously approved, and carried.

**PUBLIC PARTICIPATION:** There was no public participation.

**UPDATE FROM THE DIRECTOR SEARCH COMMITTEE:** Lisa Waskin reported that the Director Search Committee has met twice. The committee edited the job description and job advertisement and stressed the team building and training aspects of the job. The job advertisement includes information about the community and the area. Non-teachable aspects of the job were emphasized in the list of qualifications. Lisa outlined the time frame for the application process. The job advertisement will be posted as soon as possible after it is approved and the deadline for submission is May 15, 2021. Committee members agreed that if a reasonable number of qualified applications do not respond by May 15, the committee would begin investigating consultant options. The committee will also start working on job interview questions.

**SLC DIRECTOR JOB DESCRIPTION:**

The draft job description was discussed. After discussion, it was agreed that the job description would be edited as follows:

1. Add "Upper Peninsula" to the job description in the first paragraph: "...relationships with multi-type libraries in northern Michigan and the Upper Peninsula in order to..."
2. Make the list of benefits consistent in both the job advertisement and the job description. Edit the job description to read: "Benefits: A generous benefits package including health, dental, and life insurance, as well as a defined contribution retirement plan."

**SLC DIRECTOR JOB ADVERTISEMENT:**

The draft job advertisement was discussed. After discussion, it was agreed that the job advertisement would be edited as follows:

1. Change the second bullet point under "Qualifications and Requirements" to: "Minimum of four years of progressive responsibility with both administrative and supervisory experience..."
2. Change the second to the last bullet point under "Qualifications and Requirements" to: "Ability to manage and complete many simultaneous tasks".

**SLC DIRECTOR JOB SEARCH ADVERTISING BUDGET:** Pam Malmsten presented the following advertising budget to the Board for consideration:

	<b>Estimated 30 Day Cost</b>
Association for Small and Rural Libraries	\$150.00
Michigan Library Association	\$140.00
American Library Association	\$249.00
LinkedIn	Free
Indeed	\$300.00
Chronicle	\$500.00
Spectrum	Free
Michlib-I	Free
Public Library Association	Free
Illinois Library Association	Free
Wisconsin Listservs	Free
Other/Contingency	<u>\$300.00</u>
<b>TOTAL:</b>	<b>\$1,639.00</b>

Board members agreed to accept the advertising budget as presented.

Deb Friedman MADE A MOTION TO APPROVE THE SLC DIRECTOR JOB DESCRIPTION WITH THE AGREED UPON CORRECTIONS, THE DIRECTOR JOB ADVERTISEMENT WITH THE AGREED UPON CORRECTIONS, AND THE JOB ADVERTISING BUDGET [with total expenditures of \$1,639] AS PRESENTED. The motion was seconded by Marion Luckey, unanimously approved, and carried.

**PUBLIC PARTICIPATION:** Pam Malmsten suggested that Board members send suggestions for interview questions to the committee; it was noted that the interview questions would be presented to the Board for approval.

**ADJOURNMENT:** There being no further business, the Chair declared the meeting adjourned at 12:00 p.m. Eastern.

Respectfully submitted,

*Debra Friedman*

Deb Friedman, Secretary

Pamela Malmsten, Recorder