

Wallkill Public Library
Board of Trustees Special Meeting
February 17, 2016

President Ken Simon called the meeting to order at 7:12 PM.

Present:

Brian Ackley, Susan Burhans Haldeman, Todd Craner, Lynne Diener, Kathy Goulden, Debbie Reese, and Ken Simon.

Absent: *Jane Schlubach (excused)*

Guests: staff from the Wallkill Public Library (six)

This was a meeting to meet two candidates for managing or directing the library. One of the candidates withdrew from the job application due to health issues, as of 2/17/16, 4:30. The other candidate, Lisa Palmer was present.

-Carolyn Thorenz shared a letter she had written in support of hiring Lisa Palmer. See attached.

-Marla Landsman shared a letter she had written in support of hiring Lisa Palmer. See attached.

All the staff was in attendance to add their support for Lisa Palmer.

Lisa presented her ideas and vision for the library.

After presenting, the library staff and Lisa withdrew and the personnel committee shared the background work that was done:

The personnel committee, Ken, Susie, Debbie and Jane, had talked with 4 and interviewed 3 candidates for the position, besides Lisa Palmer. One person withdrew her application when the salary was made known. They met with and interviewed the other candidates. All were impressive. The personnel committee did a thorough job investigating for the best candidate. Some of the reasons Lisa Palmer is a good choice for the job are:

- she has ties to the schools
- she has a strong connection to the community
- she knows the library and patrons
- she is skilled at developing and implementing programs
- she has worked in management in other jobs
- she has worked on the annual report
- she has interviewed and hired to fill positions in the library
- she has met with the staff individually to discuss goals and expectations
- she has lots of solid ideas for the library
- she has strong support and respect from her staff
- she has dealt competently with issues that have arisen in her interim position
- she has made positive overtures to local officials
- she has stayed on top of all our expectations, completed paperwork in a timely fashion and been an excellent interim director

Ken called the executive session at 8:52. The decision was made to recommend Lisa Palmer for the position (probationary) at our next board meeting, March 7, 2016.

Personnel will meet to complete a package and to have the objectives ready.

Items which will be included, among others:

- report sent to board members by the end of day Saturday before each board meeting
- binder for meeting for public at each meeting, updated with all minutes and reports (Art. 9 of by-laws to be copied for the cover of the binder)
- prepare and manage strategic plan by December 2016
- succession plan
- cross-training
- salary
- days off
- vacation

Adjourned session 9:05 pm

Respectfully Submitted,

Susie Haldeman recording secretary

Next Monthly Meeting: *March 7, 2016 7 pm*