

**MINUTES of the MISSISSIPPI VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES PERSONNEL COMMITTEE MEETING**

DATE: January 23, 2020
TIME: 6:30 p.m.
PLACE: Fairmont City Library Center, Collinsville, IL

Call to Order

Scott Penny, Jr., called the meeting to order at 6:30pm.

Pledge of Allegiance

Roll Call

Personnel Committee Members present:

Amanda Burr
Scott Penny, Jr.
Jed Robbins

Also present:

Kyla Waltermire, Interim Director, Mississippi Valley Library District
Theresa Beck, Circulation Supervisor, Collinsville Memorial Library Center

Public Input – Killian Weir supports the concept of moving toward an Executive Director and Assistant Director administrative model.

Friends of the Library – None

Trustee Comments-

Jed Robbins- Fairmont City Circulation Supervisor Karina Almeida is leaving the library; he wishes her the best.

Consent Items – None

Unfinished Business – None

New Business

Designation of committee chair and recorder of minutes- Amanda Burr will record the minutes. Scott Penny, Jr. will chair this committee.

Discussion of job description of Executive Director-

The committee reviewed other libraries' director job descriptions. A lengthy conversation about what to include in the MVLD's job description ensued. Jed Robbins will type up the first draft of the Executive Director job description. Amanda Burr will review this draft. The committee will be ready to submit this description at the February Regular Board Meeting. The committee

will also propose a move away from the current administrative model (Executive Director and two Center Managers) to an Executive Director/Assistant Director model.

Closed Session – None

Adjournment

Motion made by Jed Robbins and seconded by Amanda Burr to adjourn.

Motion passed on unanimous voice vote.

Meeting adjourned at 8:25pm.