

Basalt Regional Library Board of Trustees Special Meeting Minutes
Monday, July 14, 2021
14 Midland Avenue
Basalt, CO 81621
Emergency Circumstances to Allow Teleconferencing

Call to Order: The meeting of the Board of Trustees of Basalt Regional Library District was called to order on July 14, 2021 at 1:06 PM by Enid Ritchy, President

Member Attendance: Enid Ritchy, President; Jim Albert, Vice president; Carolyn Kane, Treasurer; Becky Musselman, Trustee; Ryan Anslyn, Trustee; Margaret Simmons, Trustee

Also Present: Barbara Milnor, Interim Library Director

Citizen Comments

- None

Board Comments

- None

Discussion of questions for Director candidate interview

- Carolyn Kane reported that all candidates have been interviewed. There was unanimous agreement on which candidates to invite for in-person interviews. Barb will post the finalists, Wayne Lahr and Amy Shipley, on the library website, in newspapers, etc. Carolyn read the posting and some edits were suggested and accepted. Barbara emailed the finalist candidates with two additional questions that the Committee wanted more information on 1) How many staff have or haven't you supervised? and. 2) What's your experience with evaluating staff?
- Questions for past director search candidates were reviewed and edited for the in-person interviews of the finalist candidates.

Discussion of further issues regarding Director search

- **Additional steps in the hiring process**
 - A background check will be done on finalist
 - A request was made for two volunteers to make phone calls to the finalist candidate references. Rejection letters will be sent out to the other candidates at this time.
 - Discussion began on what references should be requested, probably supervisor and staff references. Discussion will continue at the next Board meeting.
 - Guided tours
 - Guided tour of library and the community
 - Community members will be asked to volunteer as guides for the two candidates
 - During the tour of the library, candidates will meet staff in their work environment
 - Candidate Interviews
 - August 3rd; one in the morning and one in the afternoon.
 - While one candidate is being interviewed the other will tour the library and community
 - Meet and greets

- Candidates will meet staff in their work environment during their tour of building
- There will be a meet and greet for staff and the community. Comment cards will be available for community and staff input. The meet and greet will be advertised in the paper, through an email blast, and on library website
- Follow up meetings (after interviews and meet and greet)
 - Wednesday, August 4th staff meeting
 - To get staff feedback regarding the candidates
 - August 4th Board Meeting
 - Discuss candidates. Executive session required.
- Candidate that is selected will meet with Kim after being notified of their selection and meeting with the Board to discuss salary and benefits.

Possible Executive Session to discuss personnel matters

- Executive session wasn't needed

Meeting Adjournment

- Jim Albert moved and Becky Musselman seconded the motion to adjourn the meeting. The motion passed unanimously. Enid Ritchy, President, adjourned the meeting at 3:22 PM.

Respectfully submitted,

Enid Ritchy
Enid Ritchy, President for Colleen Irvin, Secretary

8/16/21
Date