

JOHNSON COUNTY LIBRARY BOARD
WORK SESSION MINUTES
Wednesday, November 30, 2022

The Johnson County Library Board of Trustees met at Johnson County Library on Wednesday, November 30 for a special work session. The following members present: Margaret Smith, Leighton "Pitchy" Gammon, Shane Greet and Terry Urruty. Director Steve Rzasa and Assistant Director Heather Kuzara were present. Jennifer Bakken joined via telephone. Margaret called the meeting to order at 4:01p.m.

Board member backgrounds-

- Pitchy-MLS, taught for 34 years, including remedial reading at secondary level, second grade, computer lab. Technical services/ grant manager, Doctorate in Adult Education
- Shane-Law enforcement, interview boards, director of children's programming, creating/writing children's programming
- Margaret-Taught 25 years in regular classroom, primarily upper division, and adjunct college instructor for six years in English. 20 years of ranch management, serve on county zoning for 9 years, volunteer for Senior Center, substitute for Buffalo and Kaycee high schools, deep interest in Wyoming and Johnson County history
- Terry-BFA in graphic design, works in advertising and graphic design, professional artist and writer, serves on interview panel for company
- Jenny-banking, EMT, bakery owner, CFO for small hospital in Montana, medical coding, served in managerial aspect and hiring and interviewing

Terry asked what type of interview is the board planning. After discussion it was agreed upon the full board present as a panel interview. The thought was to have Steve and/or Heather present providing input to the board, but not involved in the decision making, that will be solely the board's decision.

Margaret provide a sheet of the Director Position Overview –**original provided for permanent record**. This form also outlines the physical aspects of the job. Employees at the library work outside for walkway and yard maintenance, may work while kneeling, and will be lifting and caring heavy loads.

Shane commented that consideration should be given to current staff. {executive session discussion}

Timeline discussion:

- Margaret questioned board about the need to have someone in place before Steve leaves January 23, 2023. Terry asked why there would be a need for more time-hold interviews/more applications. Margaret thought the holidays and board member personal schedules may interfere with the hiring timeline. Shane said it may be ideal to hire after the first of the year. Terry thought there is ample time to begin before holidays start and not extend into February. Pitchy also didn't like the idea of extending the time frame.
- Margaret questioned if the interviews could be conducted through Zoom. Discussion conclusion was that Zoom will work and would be a better experience if each board member and interviewee was on their own device for better hearing and connection rather than all sitting and viewing one computer. Jenny told Steve to get a Zoom account signup through JCL
- Board members want to research interview questions. Discussion of these can take place between members through email. They will meet next week to confirm and finalize. Board members will get their ideas to Steve by Tuesday, December 6. He will compile the questions for the Board.
- Meeting to finalize interview questions to be Wednesday, December 7. Zoom Meeting will allow board a type of 'practice' for interviews
- Steve was asked if he is firm about his leaving date. Steve said he could be a little flexible, offering time to help with the transition.
- Discussion of interview dates: the decision is to try to conduct interviews the week of December 12. Jenny will contact applicants to inform interviews will be the week of December 12 and see about their availability. {Pitchy not available December 13} May tell interviewee decision to be made after the holidays. Additional interview dates can be added as more applications are submitted.

Discussion of ideal candidate:

- “What Steve does is great.” Interacting with the public, boards, and staff
- Connecting with the community
- Important to understand the community culture they will be working in and with/adjust and learn about culture
- Ability to multi-task in an emergency (i.e. Covid closure/budget crisis) ability work on ‘uneven ground’
- Recognize the importance of the satellite branch in Kaycee
- Assures staff has supplies needed. Recognizes needs and areas to improve
- Commonsense, excellent people skill, integrity, positive influence
- financial and budgeting experience/human resource skills

Emergency Succession Plan: **example of Emergency Succession Plan –original provided for permanent record**

Steve said Heather can handle the day to day operations and is familiar with the monthly billing process. Heather agreed that she will be able to help as needed. Margaret suggested pausing Saturday hours for a time. Heather said would hate to take those hours away from the community. Steve thought staff and volunteers JCL should continue to operate current hours. Heather reminded JCL has operated short staffed before, so should be able to conduct library business okay.

Next Meeting

The next meeting at 5:30 p.m. Wednesday, December 7 via ZOOM. Pitchy moved to adjourn the meeting. Shane seconded. Motion carried. Meeting adjourned at 5:15p.m.