

# **LIBRARIAN'S REPORT**

June 14, 2016

## **Board Appointments / Officers**

Glenn is ending his first term and wishes to not be re-appointed. Graig is completing his fourth term on the board and cannot be re-appointed. I will send letters informing both the County Council and the County Commissioners of their need to make new appointments.

In honor of Graig's 16-year service, there will be a small reception in his honor prior to the August 9<sup>th</sup> meeting. Please mark your calendars for an earlier-than-usual start to that meeting.

Steve is responsible for compiling a slate of officers for the August annual meeting.

## **Policy Changes**

The board committee of Chair Steve, Graig and Robin have the policy changes suggested by the staff committee to review. The list of proposed changes included on the board drive in the "Draft Staff Handbook – 2016" folder under "agenda files." I will update this folder with any updates/changes that the board committee makes. The committee will bring their proposal before the board for approval in July.

This month we are reviewing chapter 9 of IN the Public Trust. This chapter deals with board officers and their roles.

## **Building**

We had a capacitor go out on one of the air conditioning units at Ossian. We contacted the original contractor, G & K Mechanical Services. They were very responsive and repaired it that day.

The restrooms are finally finished. The new walls look great.

I finally received an update from Luther. Progress is not as far along as we expected. I think he is just now starting to think about our project. He did give me a time line beginning with the distribution of bidding documents to invited contractors on June 23<sup>rd</sup>, pre-bid meeting on June 30<sup>th</sup>, bid deadline on July 6<sup>th</sup>, and ending with the awarding of the work at our July 12<sup>th</sup> meeting.

## **Budget**

It is my understanding that the state legislature working on streamlining the budget process. The annual budget workshop that will catch us all up on the changes is June 15<sup>th</sup>. So, the budget calendar in your material is a tentative one. I doubt that anything will affect these dates. As a reminder, the budget committee is chair Glenn, Nancy and Graig. One last duty for Glenn and Graig. Good thing we plan to approve the budget on August 9<sup>th</sup>!

While I haven't actually started on next year's budget, I have been collecting requests from the departments. A big issue for next year will be dealing with the recent wage and labor law

changes. While not quite as high as was predicted, the minimum salary for an exempt salaried employee is now \$913/wk. or \$47,476/yr. It raised this threshold from the present \$11.38/hr. to \$22.82/hr. This means that anyone making less than \$22.82/hr. cannot be exempt from overtime.

Presently, all of our department heads are salaried and exempt. While I do not abuse their exempt status, it is their responsibility to work longer if necessary or cover for a sick employee. I do let them take that time off later and since they are exempt it does not need to be within that pay week or at time and a half comp time. For us, it merely gives these employees more flexibility, keeps them from being clock watchers, or clocking out and working off the clock.

Presently three of my department heads are under the new level and as we see more retirements, there will certainly be more. I am considering how the library can best deal with the new law and yet give my managers flexibility to do their best jobs. I would like your input at the meeting. The one option I am considering is to schedule my full-time department heads for 38 hours, but pay them a salary based on 40 hours. I found in reviewing department head time, when there is an overage, it is normally .5 – 1.5 hrs. This plan would provide the flexibility to insure good service, but keep our payroll consistent.

### **Trust Account Distribution**

We did receive our Trust Account Distribution from the state. I know I mentioned it last meeting but I thought it should be noted in the records that we deposited \$269,657.40 into our Rainy Day Fund. That will really help build up our cash balance and give us greater budgeting power.

### **Bicentennial Grant**

As you may have noticed, the library has taken a major role in heading up our county's bicentennial efforts. Emily and our special events committee members are the organizational thrust behind the planning and implementation. The county committee is trying to make the state's birthday week in December a huge celebration. They are working hard to include county organizations, churches, business, and citizens. In order to pull off a couple really special events --- fireworks and ice sculptures --- they are soliciting community donations and applying for a foundation grant. Since we have so many employees involved, I agree to let Emily apply for the grant in the Library's name on behalf of the County Bicentennial Committee. If we receive the grant, the library would then serve as the fiscal agent for the grant.

As part of the application, the library board must endorse the library's participation and grant submission. One of our strategic goals was community collaboration and this is strong example.

### **Harwood Institute Grant**

At my encouragement, Teresa Dustman applied and received a \$795 grant from Midwest Collaborative Library Services (MCLS) to attend an 8-week online Harwood Virtual Public Innovators Lab. WCPL was one of 10 Indiana grant recipients. The Harwood Institute uses community engagement tools to help turn libraries outward. The course is designed to help libraries learn what it means to turn outward – to use the community, not the conference room, as the reference point for choices and action. This should give us ideas for our collaborative

strategic plan goal.

## **Summer Reading Program**

The summer is off to a great start. We have 1761 patrons registered for our Summer Reading Programs. We have had three weeks of busy --- first week out of school/first week of SRP sign-up, book fair week, and the first week of programming. Eighty-six people joined us for the torch relay around downtown Bluffton on June 1<sup>st</sup>. Following the parade, Jim Barron's magic show drew an audience of 115. It was a great evening.

## **Director Search**

To close our in-service day, I did tell the staff about my planned retirement and they took it pretty well. I think some staff were hoping they could retire before I did, but it is not like it took them by complete surprise. Robin's follow-up email seemed to be appreciated.

Robin and I have talked some about what the search process will look like and I have been thinking about it more. I would love to pick my successor for you, but that is not my job. As we are reminded in the IN the Public Trust, that is the one large responsibility of the board. You hire the director that will run the library for you. I will, however, assist you in whatever capacity you decide.

Personally, I think it would be best if the entire board participated in the process as much as possible. Perhaps everyone could participate in meeting with staff and discussing qualities of a new director. However, a special committee of three (to avoid the open door law) will be helpful to work on compiling information, developing the job description, advertising materials, interview questions, and review of submissions. I see this committee reporting regularly to the whole board, so that everyone is involved and informed. I see "Search Committee Report" as a part of our regular agenda going forward.

Depending on the number of applicants, you may want this search committee to do the initial interviews. It has been my experience that applicants employed in the field prefer that their initial interest in the position not be public knowledge, so keeping the first interview panel small will help maintain a bit of confidentiality. Also, since it will be important that all the candidates be seen by the same people, a small committee makes it easier to work around schedules.

The chair of the search committee will be an important job. This person will be the face of the board in this process. While I may very well be the point person behind the scenes, the search committee chair will sign the letters, make contacts and lead the interviews. I feel that it is important that the board be front and center in the process and establish a relationship with the future director from the very beginning of the search. If we are to find the right person for WCPL, then it is important that the right applicant be as impressed by us as we are of him or her.

Suggested Starting Timeline (to be amended by board)

June	Appoint search committee
June/July	Develop points of discussion with staff
	Assign board/staff pairings
	Develop "Library vision" survey for patrons???
July/Aug	Meet with staff / survey

September	Compile feedback into job description
October	Develop search/application material
November	Post job Develop Interview questions
December	Application deadline/Interviews
Jan/Feb	Hire director at board meeting
March/Apr	New director begins

Robin asked for an executive session following this meeting to discuss my evaluation.

This morning we received another envelop in our drop box containing a \$50 donation. This is the 3<sup>rd</sup> straight month that we received a similar envelop. We have a total of \$200 in “Dropbox Giving.” I need your opinion on if and how I should acknowledge this continued thoughtfulness. Should I post a thank you to this anonymous benefactor? Not at all?