

**CVW Long Lake Public Library**  
**BOARD MINUTES – SPECIAL MEETING**

**Thursday, August 14, 2014 4:00 pm**

**APPROVED**  
**AUGUST 26, 2014**

**ROLL:**

President, Lorrie Hosley	Present
Vice President, Ed Koch	Present
Vice President of Finance, Jules Comeau	Present
Secretary, Tom Scahill	Present
Trustee, Marty Friedman	Present

President Lorrie Hosley called the meeting to order at 4:09 pm

**AGENDA ITEM:**

Preparation of Ad for the newspaper for the library manager/director position

Discussion questions were:

- Job Title
- Job Description
- Part Time/Full Time
- Civil Service
- Interview Process
- Probationary Period
- Starting Date
- Should Ad run 3 weeks, 4 weeks
- When Should Ad Run

Lorrie read a few model ads emailed from Sara Dallas.

It was agreed that the following ad, pending further modifications, would be accepted:

“The CVW Long Lake Public Library is seeking a part-time Library Director/Manager. The position is for 28 hours per week, starting immediately. The Director is responsible for day to day management of the library, long range planning, development of library policies and procedures, and budgeting. Must be able to communicate well and work with the community and with library groups. Knowledge of library management and computer skills preferred. This position will be provisional for 90 days. Contact the library for an application.”

Marty will set up the ad and submit it to the “Hamilton County Express” and the “News Enterprise” after Bob Schofield (attorney), Kim Byrne (Hamilton County Personnel) and Sara Dallas (SALS) approve. (Lorrie will be gone until next week).

It was agreed that the provisional period will be 90 days.

Applications will be picked up at the library, or from the website if Sue says that is feasible.

Marty will draw up a list of items for discussion by the full Board on August 26, 2014

The ad will be placed after the August 26, 2014 meeting.

**Adjournment:** The Board adjourned at 4:47 pm

**Next Meeting: Tuesday, August 26, 2014 at 7:00 pm**

Submitted by Tom Scahill, Secretary