

MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE
BUENA PARK LIBRARY DISTRICT
August 5, 2011

CALL TO ORDER: President Niccum called the meeting to order at 1:00 p.m.

PLEDGE OF ALLEGIANCE: President Niccum led the flag salute.

ROLL CALL

Board Members Present: Trustee Ganer, Trustee Miller, Trustee Niccum, Trustee Salehi and Trustee Salts

Staff Present: Linda Katsouleas, Interim Director; Patricia Rivera, Public Services Manager; Mary McCasland, Support Services Manager; and Kathleen Bermosk, Administrative Assistant.

I. ORAL COMMUNICATION

- a) From Public concerning non-agenda items

None.

II. NEW BUSINESS

- a) Approval to Establish the Position of System Services Librarian

Director Linda Katsouleas explained that she requested this position because as a library we are heavily dependent on electronics and need someone to combine both library and technical skill, a difficult combination of skills. We have someone on staff that has received his MLS, has received training here and he is a wiz with electronics. He has been working as a full-time library clerk doing much of the job already. This position, which is critical to library operations, should be established at a librarian level.

MOTION to approve by Trustee Salts. SECOND by Trustee Salehi.

Trustee Miller asked how frequently we have hired a position without going through a search, if this is a typical or an unusual situation, and what was the reason for filling this position this way. Trustee Salts felt this was an unusual situation and an opportunity to hire someone who is qualified to do the job. Trustee Miller thought it might set a precedent, but Trustee Salts' answer tells her this is in fact an unusual situation and is not setting a precedent.

Trustee Salehi said he felt that generally speaking we may want to post the job instead of just hiring someone we like. The Director interjected that this candidate is uniquely qualified and has an excellent rapport with our vendors and our staff. Trustee Salehi said that he feels it is a good idea to take applications and his opinion is that legally speaking we should take applications. It should be open to various applicants even if he turns out to be the best candidate.

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Trustee Salts added that we have an individual here who can not only do the job that goes with the title, but he is already familiar with the library.

Trustee Ganer said she agrees philosophically with the position that has been raised and she thinks it is important that it is on the record that they considered the implications of doing this. She stated this is unique in that we have someone who is doing the work but under a different job classification. By altering the position, you are essentially promoting a person to this position. She does not feel compelled to go out and find someone.

Trustee Miller said that this discussion did exactly what she had wanted it to do. A number of good points have been made.

President Niccum and Trustee Salehi discussed by which authority we would be required to post the position. After discussion of web sites, federal rules and California rules, President Niccum referred Trustee Salehi to the laws which govern and empower special district libraries.

President Niccum continued. The Education Code under which this library district is organized does not require such process. We are perfectly within our scope of responsibility and flexibility to recruit through a published process, internally and externally, only internally, or to identify a person and hire that person. He agrees with most of the Board members that in the vast majority of cases we want to go out and do a full-fledged recruitment to find the best person for the job. In this case, it would be wasting the time of staff conducting the recruitment and the candidates applying who would be frustrated that the in-house candidate was selected.

Trustee Salehi responded saying he had no position on this, just questions which he posed to the President of the Board. He wants all applicants and all citizens to feel that whatever action is taken, it is fair. Either way, he will support the majority.

AYES: Trustee Ganer, Trustee Miller, Trustee Niccum, Trustee Salehi, Trustee Salts

Motion was approved unanimously.

b) Appointment of System Services Librarian as an Exception to the Hiring Freeze

MOTION to approve by Trustee Ganer. SECOND by Trustee Salehi.

AYES: Trustee Ganer, Trustee Miller, Trustee Niccum, Trustee Salehi, Trustee Salts

Motion was approved unanimously.

c) Appointment of the Part-Time Business Officer to Full-Time as an Exception to the Hiring Freeze

MOTION to approve by Trustee Ganer. SECOND by Trustee Salts.

AYES: Trustee Ganer, Trustee Miller, Trustee Niccum, Trustee Salehi, Trustee Salts

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Motion was approved unanimously.

d) Recruitment of Library Director: Timeline, Qualifications and Compensation

President Niccum stated this item was listed on the agenda as Item c), but should be Item d).

Director Katsouleas stated she had sent Board members the library director recruitment brochure. She had made a few changes which were italicized on the brochure. She recommends an optional 4/40 work schedule and wants the Board's input on this. She had also sent them information about the compensation and benefits of library directors in the area. She asked for questions.

President Niccum asked for her opinion on the 4/40 work schedule. The Director said our benefits are not competitive at this time. She felt the 4/40 option would be a benefit that would appeal to candidates. Our schedule is Tuesday through Saturday. There are always director meetings at night. Working a ten-hour day would allow commuting around normal commute times.

Trustee Ganer asked if other libraries do this. The Director stated that it is sometimes done after a director is hired or during the negotiations. Trustee Ganer asked how it would impact staff morale. The Director did not feel that staff here would be concerned. The new director will be available 24/7 through a Blackberry that the Library supplies. The Director asked managers Patricia Rivera and Mary McCasland if a 4/40 work schedule would affect morale. Patricia said that her staff knows that a director's schedule requires flexibility and that most business is done Monday through Friday. They would understand the director's schedule. Mary did not think her staff kept track of anyone's schedule but their own. She knows the director will always be available when needed. Trustee Ganer told the Director that they answered her questions.

President Niccum asked for any other Board member's input on a 4/40 work week. Trustee Salts said he thought the concept of working 40 hours in 4 days allowed the director flexibility, but the new director may decide that it is necessary to work a few hours on a Saturday. It is important for the new director to know that this is their library and they should be available if an emergency happens on a Saturday.

President Niccum stated that he is not a fan of a 4/40 work schedule for management personnel. He believes if we advertise a 4/40 as an option, people may apply for the wrong reason. It can be retained as an option during negotiations. He feels management personnel always do have flexibility in their schedule. Another point, as a Board member who continues to believe that the financial picture of the District will force a one-shift schedule, a director on a 4/40 work schedule will be out of sync with the rest of staff. For those reasons, he does want to advertise a 4/40 work schedule. Trustee Miller suggested a 9/80 option which allows a day off every other week.

Trustee Miller said she wanted the best candidate. She asked for a discussion about how to

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do an extensive background check on whomever they recommend. Her question is whether to say 4/40 or 9/80. Trustee Ganer suggested saying that some flexibility in hours is a possibility. Trustee Miller said she thought it should be in the job description to let people know it is an option.

Trustee Salehi said he agreed with Trustee Miller regarding looking at the background research to get the best person. He also agreed with Trustee Ganer about holding back this option and reserving it for a make or break situation.

Trustee Salts said the Board should not guarantee that the schedule was going to be this way forever and he wants the Board to be able to make adjustments as needed.

MOTION by Trustee Ganer to change the job description to include the statement that a flexible schedule is negotiable. SECOND by Trustee Salehi.

AYES: Trustee Ganer, Trustee Miller, Trustee Salehi, Trustee Salts

NOES: Trustee Niccum

Motion was approved.

President Niccum asked what other issues needed their direction. The Director stated that the recruitment time line has been established and would include a meeting on Tuesday, September 13th to discuss the candidates. Interviews will be held on Friday, October 7. Electronic applications and resumes will be forwarded to Board members.

Trustee Miller asked if the Board will discuss the interview questions and the nature of the background check in the Closed Session portion of tonight's meeting. President Niccum did not anticipate it would be necessary this evening. In the past, the interview questions were discussed after the short list of candidates was completed. Trustee Miller thought they should have lots of time to look over the interview questions. President Niccum said he would send Board members the questions that were used from the last two recruitments in 2010 and 2003. Trustee Miller said she would like a discussion of the interview questions to be on the September 6 agenda.

Trustee Salts said he would not be at the September 6 meeting. President Niccum suggested that after he looked over the interview questions, he communicate with one board member with any amplifications or deletions so they may be brought to the table in his absence.

Trustee Ganer said some thought should be given to the background check and what the Board has in mind for the candidate. Trustee Miller said she would appreciate Director Katsouleas' ideas and information about what other libraries do. The Director said in many libraries a tier of library directors does the initial interview of the candidates. The panel interviews eight to ten candidates that are selected by the Board. It is then narrowed down to four or five candidates who are interviewed by the Board. Trustee Miller said she would like to discuss this at the meeting on September 6.

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Trustee Miller said that some discussions in Closed Session were related to the library director and the budget and she would like further discussions about that on September 6. President Niccum said to be clear for the record the discussion in Closed Session was not about the budget. Without being too specific about Closed Session deliberations and so the record is clear, the Board's discussion in Closed Session only touched budget to the extent that he asked the Director about the potential funding for personnel changes. To Trustee Miller he said if she had broader questions about the budget to be discussed, it could be agendaized. President Niccum said if any other Board members had things they want to fold into this discussion, they should send it to him before the agenda is set.

President Niccum asked about the compensation for the brochure. Director Katsouleas said she had given the Board information about the libraries in the surrounding area to review. Her recommendation to the Board is that the salary be between \$105,000 and \$115,000.

President Niccum reminded the Board that whatever the stated compensation is, we are the only library on the chart that requires an employee to pay all of PERS. That is automatically a 7% reduction in whatever salary level we compare ourselves against.

MOTION by Trustee Ganer to offer a starting salary range of \$105,000 to \$115,000.
SECOND by Trustee Miller.

President Niccum asked if this was the range of starting salary or what we would be willing to offer or the range of the salary that a person would come in on the low end and move up to the high end with annual reviews by the Board. Trustee Ganer said that for her it means the starting range. The candidate's qualifications would determine their placement within this range. Trustee Miller said that is what she meant with her second.

Trustee Salts said he was thinking that the range should be \$107,000-\$117,000 to give back the 7% for the PERS. Otherwise, he agrees with Trustees Ganer and Miller.

MOTION by Trustee Salts to amend the Motion to offer a starting salary range of \$107,000-\$117,000. SECOND by Trustee Miller.

Trustee Salehi said he loved having the best person for the job and having them appropriately compensated. He feels that given the budget constraints we have had and those that will come, it would be irresponsible to think we may be able to afford such a high raise from the last library director. He would like to see a range that starts at the former director's salary and goes up based on qualifications. It does not feel right since we have just taken so much from the other employees in terms of benefits. He is putting this out there to be on the record.

Trustee Ganer said she gathers this is just a statement and not a motion to amend. Trustee Salehi said he did not think he was in the plurality and did not want to waste time.

President Niccum said precisely because of our budget situation, we need strong leadership in a library director. We are going through a wilderness and will be for some time to come. We need an appropriately compensated director to take us on that journey.

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AYES: Trustee Miller, Trustee Niccum, Trustee Salts
NOES: Trustee Ganer, Trustee Salehi

Motion to amend is approved. The new main motion is now amended to offer a starting salary range between \$107,000 and \$117,000.

AYES: Trustee Ganer, Trustee Miller, Trustee Niccum, Trustee Salts
NOES: Trustee Salehi

President Niccum asked if the Director had any further items that needed guidance from the Board. The Director said she did not. President Niccum said they have come to the end of the posted agenda and asked for a motion to adjourn the meeting.

ADJOURNMENT

MOTION to adjourn by Trustee Ganer. Second by Trustee Salehi.

AYES: Trustee Ganer, Trustee Miller, Trustee Niccum, Trustee Salehi, Trustee Salts

Motion was approved unanimously.

The meeting stood adjourned at 2:02 p.m.

Submitted by,

Patricia M. Ganer
Board Secretary