

# George F. Johnson Memorial Library Board Personnel Subcommittee Meeting

Chris Ryan

8 November 2017

## 1 Attendance

- ☒ Chris Ryan
- ☒ Jen Musa
- ☒ Paul Del Rosso
- ☒ Joe Ciccarino

## 2 Location

George F. Johnson Memorial Library, 1001 Park Street, Endicott, NY 13760

## 3 Larger strategic issues

There was some discussion of strategic issues that relate, in a broad way, to hiring a new director. These included the status of Your Home Public Library and its funding; the nature of the relationship between our two libraries as it relates to ballot initiatives; potential shared resources and future between the two libraries; the possible role for an interim or acting director. This was a broad, long-range, strategic discussion; no decision was intended or reached at this point. The consensus was that these questions will require a longer time for further exploration, beyond the timeline for the GFJ director search.

## 4 Questions to guide our deliberations

Paul shared a useful list of questions that we should answer, or get answered, to guide our work. Many of them relate to Civil Service rules and processes.

## 5 Desired characteristics of new director

A general discussion ensued about what we are looking for in a new director. These include budgeting skills, grantsmanship (in relation to annual construction grants), energetic community outreach and networking, and a high level of professionalism in librarianship.

## 6 Recruiting

A general discussion ensued about features of the library, and of the community, that candidates might find attractive, and that we should emphasize. Regarding the library, these include stable finances, excellent staff, and a large and diverse collection, both physical and virtual. Regarding the community, these include proximity to Binghamton University and SUNY Broome, and some promising signs of economic resurgence.

## 7 Timeline

- Place recruiting advertisement in relevant publications and websites by *<2018-01-07 Sun>*
- Conduct first interview by *<2018-03-01 Thu>*
- Present the subcommittee's preferred candidate to Board by *<2018-04-19 Thu>*
- Make offer to first candidate by *<2018-04-20 Fri>*

Our aim is to overlap new and current director by about 2 weeks to enable orientation and training, for a smooth transition.

## 8 Tasks

**Chris** contact Jill Gardiner from Broome County Civil Service and schedule a subcommittee meeting that she can attend

**Jen** compose advertisement, with input from other subcommittee members via Google Docs

## 9 Next meeting

To be determined. The date will depend on Jill Gardiner's availability.