

## LIBRARY BOARD MEETING

July 12, 2018

The Library Board of the Buncombe County Public Libraries held a regular meeting on July 12, 2018, in the John Bridges Activity Room at Pack Memorial Library. Library Board Members present were Lindley Garner, Raymond Griffin, Ruth O'Donnell, Stefan Stackhouse, Barbara Weatherall, and Linda Wilkerson. Also present were Buncombe County staff members Jim Holland, Assistant County Manager; Georgianna Francis, Library Director; and Brandon Freeman, Buncombe County Staff Attorney.

Mr. Griffin called the meeting to order at 6:30 p.m. He read the ethics reminder: *In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearance of conflict.*

### Approval of Minutes:

The minutes of the June 14, 2018 meeting were reviewed. Ms. Wilkerson noted a typographical error. She moved to approve the minutes with corrections to the error. The motion passed.

### Library Director Search Review and Update:

Mr. Holland stated that the County will not accept the Library Board's resolution to fund the search for a new library director because of the need to have a clean way to request funds from the Trust Fund accounts. Mr. Freeman discussed reasons for not accepting funds and steps needed to access those funds in the future. General discussion included actions that can be taken to receive updates on the topic of access to Trust Funds and how to establish priorities going forward once the new Library Director has been hired. Ms. Francis spoke about the opportunity to have consultants from the State Library of North Carolina lead a discussion about Advisory Boards and roles for the Board including advocacy at the August 9, 2018 Library Board meeting.

Ms. Francis discussed the steps taken to advertise and recruit for the Library Director position. Mr. Holland lead a discussion of ways to receive feedback from library staff, the Board, the Friends of the Library, and the public about characteristics desired in a Library Director. Discussion focused on developing surveys that focus on skills and characteristics desired in a director that provide useful information. Ms. O'Donnell moved to form a committee to draft or assist staff in developing questions to be used in a survey. The motion passed. Ms. Weatherall, Ms. O'Donnell, and Mr. Garner agreed to work on the committee with Ms. Francis.

Ms. Francis will send a copy of the job description for the Library Director to all Board members.

Ms. Wilkerson started discussion of how to elicit information from applicants through the interview process. Discussion also included the best methods of developing questions.

Mr. Holland reviewed the pool of applicants to date and recommended a process for conducting interviews and selecting candidates for interviews. He stated that he is interested in forming a committee consisting of himself, the Chairman of the Library Board, one other Library Board member, a member of the Friends of the Library, and another County staff member from the Community Outreach department. This group would conduct a preliminary round of phone interviews of candidates to narrow the pool to

six to ten applicants. Those six to ten applicants would be interviewed by the full Library Board, and the pool would be narrowed to the top three applicants who would meet staff, have further discussions with the Board and County staff, and possibly meet community members. Questions were raised about including library staff on the committee and it was agreed increase committee membership to include a recent library retiree to represent staff during this part of the process.

Nominations for the second member of the committee were solicited from the Board. Mr. Griffin nominated Mr. McCue for the position, and Mr. Garner nominated Ms. Wilkerson. A vote was called, and Ms. Wilkerson was appointed to the Interview Committee by a vote of 5 to 1.

Mr. Holland stated that a timeline for the entire interview process will be developed and shared with the Board. There is likely to be a confidentiality agreement for Board members to sign before the phone interview process and board members should submit questions they are interested in having answered during the phone interview process to Mr. Griffin for review. The Board will meet in closed session during the second interview phase.

Budget Review:

Ms. Francis distributed the approved budget for Fiscal Year 2019 for review by the Board. A wrap-up of Fiscal Year 2018 will be included in a future meeting.

Director's Report:

Ms. Francis reminded the Board that items for inclusion for the agenda must be submitted two weeks before the meeting because the agenda serves the additional purpose of being the meeting announcement.

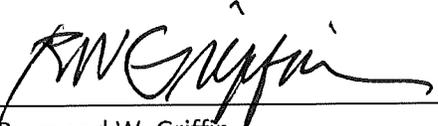
Ken Miller will be giving a tour of Pack Library starting at 6:00 pm before the August 9, 2018 meeting.

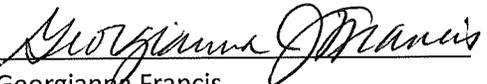
A new iron railing has been installed around the perimeter of the library property on Haywood Street. The project to replace Pack Library's Kiosk book return is underway, with permits secured from the City of Asheville for the deconstruction of the Kiosk and the installation of a new book drop.

Adjourn:

There being no further business, Ms. Weatherall presented the motion to adjourn at 7:55 p.m. The motion passed unanimously.

Minutes Read and approved this the 9 day of August, 2018.

  
Raymond W. Griffin  
Library Board Chair

  
Georgianna Francis  
Library Director