

VERMONT DEPARTMENT OF LIBRARIES

BOARD OF LIBRARIES

MINUTES

Midstate Regional Library, Berlin

11:00 A.M.

November 13, 2007

Present: David Brown, Chair
Linda Williamson
Susan Bruce
Joan Rahe
John Rosenthal
Sybil McShane, State Librarian

Jacob Humbert, Attorney General's Office, Ann Carnell, Dept. of Human Resources and Marianne Kotch, Public Library Support Services Director, were also present.

- 1. Special Meeting – State Library Recruitment Process - David brought the meeting to order at 11:00 a.m.** He thanked Sybil for making this meeting and special guests available. Sybil introduced Jacob Humbert to the Board. Jacob was asked to advise the Board how handle public meetings and executive sessions in conjunction with the State Librarian Recruitment Process. Jacob provided copies of 1 VSA § 312 -313 pertaining to public meetings and executive sessions. Discussion ensued regarding notice, open meeting and quorum requirements. Jacob advised that if a quorum of the Board meets to interview candidates, the meeting must be warned and the interviews must be open to the public. If the Board delegates the interviewing to three Board members, a public meeting is not required. The Board may solicit interview questions from other sources but the interview and selection process must be done by the Board. Jacob also noted that per statute the Board serves in an advisory capacity to the State Librarian. The Board thanked Jacob for his assistance. At 12:10 P.M. David advised the meeting would recess until 1:00 p.m. for lunch.
- 2. State Librarian Recruitment Process Continued –** Sybil introduced Ann Carnell to the Board. Ann is the Recruitment Specialist assigned to the Department of Libraries.

Ann provided a list of key areas to consider throughout the recruitment, interviewing and hiring process. Ann advised the job announcement will be placed on the Human Resources web site but all application materials will be sent directly to the Department of Libraries. The majority of the advertising will be done online with the exceptions of Burlington Free Press and the Rutland Herald/Barre-Montpelier Times Argus newspapers. Discussion ensued regarding the EEO statement. Ann will check with Rossi Conklin, Recruitment Director, to see if it needs updating. It was decided that the advertisement should include that this is an exempt position. This means the individual serves at the will of the Secretary of Administration. The salary or salary range has not yet been determined. The advertisement will require a short writing sample be included with the letter of application and resume. All advertisements must be approved by the Secretary of Administration. Linda, Josie and David volunteered to serve as the interview panel. There will be a special meeting on January 8, 2008 to discuss interview questions, a rating system and other items which may come up regarding the interview process.

3. David declared the meeting adjourned at 2:13 p.m.

Sybil Brigham McShane, Secretary

Next regular meeting December 11th @ Midstate Regional Library, Berlin

Snow Date December 13th