

Monday, December 21, 2020

Trustees in Attendance: Ken Barthelette, Janis Hagen, Loretta Hermann, Christa Mitchell, and Maurine Myers.

Trustee(s) Absent: None.

Also present: Charli Barnes; DeeDee Brashers; Whit Gillenwaters; Geri Godber; Sarah Hayter; Nicholas Holladay; Jon Mendelke; Joe Morgan; Tory Pegram; Scott Villarreal; Don Watson; and Scott Perryman (from *Murney Associates Realtors* - until 7:20 p.m.).

The Christian County Library Board of Trustees met in a regular monthly session via Zoom on Monday, December 21, 2020, at 6:00 p.m. The meeting was open to the public through a publicly posted web link. President Ken Barthelette presided.

Any reports, exhibits, or supporting materials presented during this meeting and referred to in these minutes may be obtained [upon request](#).

Start Time: 5:59 p.m.

Minutes of the Monday, November 30, 2020 Meeting

Loretta Hermann moved that the minutes of the Monday, November 30, 2020 meeting be approved. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hagen: Aye; Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Minutes of the Tuesday, December 8, 2020 Meeting

Loretta Hermann moved that the minutes of the Tuesday, December 8, 2020 meeting be approved. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hagen: Aye; Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Public Comments:

There were no public comments made at this meeting.

Bills

Loretta Hermann moved to approve the adjusted bills from November 2020. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hagen: Aye; Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Christa Mitchell moved to approve the estimated bills for December 2020. Loretta Hermann seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hagen: Aye; Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Report of the Executive Director

Loretta Hermann moved to approve the Director's Report. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hagen: Aye; Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Construction Budget Update

Executive Director Godber presented the most recent construction budget update.

President Barthelette inquired about Sparta's propane service provider selection, the logistics of installation and equipment ownership, and contract details. Executive Director Godber answered what she was able to and promised to follow up with complete details once available.

Development Minute

Director of Development & Strategic Partnerships Pegram presented the December Development Report.

In response to the news about the Instrument Library grant from the CFO Affiliate in Ozark, Trustee Hagen offered assistance with obtaining quotes for ukuleles and a wide range of cultural, instructional, and pricing information on dulcimers and other instruments if the Library ever expands the instrument collection as she runs a business that makes them. Pegram encouraged her to send all educational materials at her disposal especially including the cultural use of stringed instruments in the Ozarks generally to help with future grant proposals, and agreed to be in touch with Trustee Hagen to explore any vendors that may be able to offer the Library better pricing. It was acknowledged that any dealings with companies that Trustee Hagen recommends, especially those she profits from, would have to be conducted with caution, publicly, and transparently to ensure that no conflict of interest guidelines or laws are violated. Trustee Hagen agreed that any relationships or agreements resulting from her contacts would be brought to the Board for review and approval before being formalized.

Old Business

Fremont Road Property Listing Update

Real Estate agent Scott Perryman provided the group with updated "marketing remarks" for the property that now include mention of student housing needs at OTC and the potential of the Greenways trails being built. These new descriptions were included in both commercial and land MLS databases as separate listings, as well as the subscription-only commercial databases Loopnet and Costar. He has ordered and will soon install a 4 x 8 foot sign and has secured permission from the property's neighbor to place it on the adjacent land which has better visibility from Hwy 14. He will look into getting a solar light for nighttime visibility per Ken's suggestion. Finally, he is available to meet with the new OTC President as soon as Director of Development and Strategic Partnerships Pegram is able to secure a meeting.

New Business

Budget 2020 Revision

Loretta Hermann moved to approve the revised 2020 budget as presented. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hagen: Aye; Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Interview Process for the Executive Director Position

Executive Director Godber shared the final posted job description (after it was reviewed and edited by Trustees) and position marketing brochure, crafted by Director of Communications and Community Engagement Nicholas Holladay to attract qualified candidates. It has been posted on the CCL website, sent to ALA and MLA, and begun the process of being distributed widely.

Executive Director Godber outlined the many layers of interviews and assessments from Trustees, Commissioners, Staff, and patrons that she was tested by during her application process to help the Board of Trustees understand what a modern Library Director search could look like.

Trustees expressed a desire to involve both staff and the public in evaluating candidates, but held concerns about how best to do that while still ensuring the confidentiality, impartiality, and transparency of the process. After talking through many options, they have agreed to proceed with a Search Committee that includes all five Trustees; Executive Director Godber, in an advisory (not decision-making) capacity until her departure; and Director of Development and Strategic Partnerships Tory Pegram as process facilitator, organizer, and confidential record keeper (also serving strictly in an advisory, not decision-making capacity).

Pegram was chosen because she is a trusted member of the senior staff who is not applying for the new position, and because she is already the E.D. signatory and fiduciary proxy for the Library by policy, as well as the administrative secretary and alternate facilitator and liaison for all matters of the Board of Trustees by job description. Pegram acknowledged that she personally knows possible internal and external candidates and pledged publicly going forward to keep all correspondence, information, and discussion about the process confidential in its entirety. If approached by possible candidates with questions that could breach that confidentiality or impartiality, she vowed to tell them that she is not at liberty to comment because of her role as Search Committee process facilitator. From this time forward, if asked questions from prospective candidates, staff, or the public at large about the posting itself or other publicly accessible details, she will refer them to the website or to other staff or Trustees who can answer their questions to eliminate any hint of impropriety.

A closed email group, executivedirectorsearch@christiancountylibrary.org, will be utilized by the seven member Search Committee to receive applications; input and interview question suggestions from staff and the public; and to communicate with each other confidentially about the process. Though subject to sunshine requirements by law, at no time will any of the members of this group forward or share communications or otherwise publicly discuss anything that happens therein to ensure the integrity of this important process.

Director of Communications and Community Engagement Nicholas Holladay was tasked with continuing to spread the announcement to possible candidates and to prepare an electronic questionnaire for staff and patrons to be able to participate in the process by anonymously submitting concerns, thoughts, and questions for prospective Directors. The responses to that questionnaire will go exclusively to the Search Committee for review.

The Trustees will use the upcoming Tuesday, January 12, 2021 Secondary Board Meeting at 5:30 p.m. as a closed meeting to take the first look at candidates and to begin the process of preparing an interview schedule, process, and question list. They wholeheartedly agree that finalists will be interviewed not just by the Trustee-led Search Committee, but by a staff committee yet to be assembled who will be relied upon to conduct their own assessments and make recommendations to the Search Committee before a final decision is made.

Finally, Executive Director Godber was again thanked for her years of exemplary and effective service that created a staff-supportive Library culture and ushered in an unprecedented era of

Library expansion. She will be missed.

Election of Board of Trustee Officer Positions for 2021

President

Loretta Hermann moved Ken Barthelette be appointed the President of the Christian County Library Board of Trustees. Maurine Myers seconded. Trustee Hagen, Trustee Hermann, Trustee Mitchell, and Trustee Myers were in favor. Trustee Barthelette abstained. The motion passed. Roll Call: Trustee Hagen: Aye; Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Vice-President

Janis Hagen moved that Loretta Hermann be appointed the Vice-President of the Christian County Library Board of Trustees. Maurine Myers seconded. Trustee Barthelette, Trustee Hagen, Trustee Mitchell, and Trustee Myers were in favor. Trustee Hermann abstained. The motion passed. Roll Call: Trustee Barthelette: Aye; Trustee Hagen: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Treasurer

Janis Hagen moved Maurine Myers be appointed Treasurer of the Christian County Library Board of Trustees. Loretta Hermann seconded. Trustee Barthelette, Trustee Hagen, Trustee Hermann, and Trustee Mitchell were in favor. Trustee Myers abstained. The motion passed. Roll Call: Trustee Barthelette: Aye; Trustee Hagen: Aye; Trustee Hermann: Aye; Trustee Mitchell: Aye.

Secretary

Loretta Hermann moved Janis Hagen be appointed Secretary of the Christian County Library Board of Trustees. Maurine Myers seconded. Trustee Barthelette, Trustee Hermann, Trustee Mitchell and Trustee Myers were in favor. Trustee Hagen abstained. The motion passed. Roll Call: Trustee Barthelette: Aye; Trustee Hermann: Aye; Trustee Myers: Aye; Trustee Mitchell: Aye.

Member-At-Large

Janis Hagen moved Christa Mitchell be appointed Member-At-Large of the Christian County Library Board of Trustees. Loretta Hermann seconded. Trustee Barthelette, Trustee Hagen, Trustee Hermann, and Trustee Myers were in favor. Trustee Mitchell abstained. The motion passed. Roll Call: Trustee Barthelette: Aye; Trustee Hagen: Aye; Trustee Hermann: Aye; Trustee Myers: Aye.

Other New Business

Clever Update from Ken

Trustee Barthelette reported that Clever is really coming together and he is excited to see construction mistakes being corrected and the Library space readying for opening day.

Staff Introductions and Identifications for Janis and Other Trustees

Trustee Hagen expressed frustration at not really being able to get to know staff just through group emails and zoom meetings. Though the pandemic prevents her from getting to know them more intimately, Executive Director Godber will send her the staff directory and other internal tools to try and let her get to know everyone better. She was also encouraged to not be shy and to reach out with any questions about who's who or what's what at any time. Library administrators are always available to help all Trustees learn more about the Library and navigate the duties and responsibilities of being a Trustee.

Adjournment

Loretta Hermann moved to adjourn. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hagen: Aye; Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

The meeting adjourned at 8:28 p.m.