

MISSION STATEMENT:

The Somerset County Public Library System provides:

- *public internet access*
- *materials and programs for reading, viewing and listening enjoyments*
- *materials and programs that excite the imagination*
- *information to resolve issues and answer questions*
- *classes and instruction to assist patrons develop their skills to search for, locate, evaluate, and effectively use information, AND*
- *comfortable and safe physical and virtual spaces*

BOARD OF SOMERSET COUNTY LIBRARY TRUSTEES

SPECIAL MEETING MINUTES

Wednesday, August 06, 2008 - 4:30 p.m.

Princess Anne Library Meeting Room

Present: Board Members Kat Harting, President; Jim Riley, Vice President; Donnie Price, Treasurer; J.D. Samus, Deb Parker, Peter Stanford, and Library Administrative Assistant Jan Gorely. Geraldine Shelton was absent.

CALL MEETING TO ORDER

The meeting was called to order at 4:30 by President Harting. The purpose of the meeting was to discuss the appointment of an Interim Library Director since Ms. Croft has tendered her resignation as the Interim Director effective August 13, 2008 and to review the progress on the search for a new Library Director.

President Harting distributed copies of the Library Director/Administrator's job description and asked that the Board review the description and determine what duties could be eliminated for the new Interim Director. Several items were removed from the job description. An interim director position description was developed (attached for those not present).

President Harting asked for a motion to enter executive session to discuss the appointment of an Interim Director. (ROLL CALL)

Mr. Price made the motion, seconded by Ms. Parker (ROLL CALL) Mr. Price – yes, Mr. Samus – yes, Ms. Parker – yes, Mr. Stanford – yes, Mr. Riley – yes.

President Harting asked for a motion to resume regular session at 5:35 pm.

Mr. Stanford made the motion, seconded by Mr. Samus. (ROLL CALL) Mr. Riley - yes, Ms. Parker – left early, Mr. Stanford – yes, Mr. Samus – yes, Mr. Price - yes.

Meeting was adjourned at 5:35 pm.

Respectfully submitted,
Jan Gorely
Administrative Assistant

INTERIM LIBRARY DIRECTOR/ADMINISTRATOR

Essential Functions:

1. *Acts as CEO of library and oversees all branches, including staff and services provided;*
2. *Supports the library mission to promote reading, thinking, learning and the enjoyment of the arts by coordinating with key staff members;*
3. *Represents the library in the community and attends meetings and trainings as instructed by the board president;*
4. *Applies leadership strategies to seek solutions to library issues;*
5. *Oversees customer service, reference/information, and technology training;*
6. *Provides direct supervision to department heads;*
7. *Oversees human resources, property management and library advocacy;*
8. *Acts as primary point of contact with government officials, other libraries and community agencies;*
9. *Prepares for and participates in all Library Board meetings, including development of agenda items relating to policy changes;*
10. *Reviews and analyzes statistical and financial reports;*
11. *Reviews and manages Operating and Capital Budgets, grants and gift accounts throughout the interim period*
12. *Maintains communication with Senior Management Team;*
13. *Attends community events as instructed by the board president*
14. *Performs other duties as assigned.*

Required Knowledge, Skills, and Abilities:

1. Advanced knowledge of established library practices and procedures;
 2. Ability to develop and implement strategic initiatives and to manage the overall operation and functioning of the library system;
 3. Ability to cultivate strong relationships within the community;
 4. Strong grant writing skills;
 5. Ability to successfully fundraise and manage a large budget;
 6. Strong communication, organization and conflict resolution skills;
 7. Strong time management and multi tasking abilities;
 8. Ability to use independent judgment to develop and implement ideas;
 9. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, Excel, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.
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Education and Experience:

1. Master's degree in Library Science and Maryland Public Librarian Certificate;
2. Seven to ten years of experience;
3. Or equivalent combination of technical training, and related experience.

Physical and Environmental Conditions:

Work is conducted in a normal office setting which provides comfortable lighting, temperature and air conditions. Occasional stooping or bending and occasional lifting, such as three to four reams of paper, four or five books, or other materials (up to 20 pounds) may be required.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls, observance of fire regulations and traffic signals.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.