

# SHEFFIELD PUBLIC LIBRARY BOARD MEETING

## Special Session Minutes

### DRAFT

123 S 3<sup>rd</sup> Street  
Sheffield, IA 50475

Date: January 31, 2024

Call to order at 5:30 PM

#### Roll Call

Members present were Bonnie Theis, Trevor Nelson, Onni Prestidge, Garrett Brenizer, Gail Sheriff

Members not present were Alice Griemann.

#### Approval of Agenda

Garrett made a motion to approve the agenda. Onni seconded. Unanimous approval. Motion passed.

**Public Comment:** None

#### Approval of Minutes from 01/17/2024

Garrett motioned to approve the minutes from 01/17/2024. Trevor seconded. Unanimous approval. Motion passed.

#### New Business

**1. Update on recruitment post for Board Member**

Discussion of a potential member to approach was discussed.

Discussion regarding changing to a 5 Member Board. This will require a public vote placed on the ballot in the next city election. We will address this at that time if we do not find a volunteer by then.

**2. Discuss and approve advertising for new Director/deadline date.**

The Board discussed various places to advertise. An advertisement will be posted on FB through the City of Sheffield. Bonnie will look into posting on Indeed.com and the Hampton Chronicle. A deadline date of Feb 17 was decided. Advertisement will be posted February 1, 2024.

Onni motioned for the advertising to occur Feb 1 - Feb 17. Garrett seconded. Unanimous approval. Motion passed.

**3. Discuss and Approve updated Director Job Description.**

Garrett motioned to approve. Onni seconded. Unanimous approval. Motion passed.

The new job description was signed by the Library Board President and Library Board Secretary and will be filed with the City and library.

**4. Discuss and Approve Interim Director Responsibilities/Agreement/Start date.**

The agreement was made between Donnica and the Library Board.

Onni motioned to approve Interim Director Responsibilities/Agreement/Start Date as 1/31/2024.

Garrett seconded. Unanimous approval. Motion passed.

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Donnica, the Library Board President and the Library Board Secretary signed the agreement. The agreement will be filed with the City of Sheffield.

**5. Discuss and Approve hiring committee for New Director.**

Bylaws for hiring were discussed. Two committees will be formed so everyone on the board will be involved in determining the new director. We will have two interviews with different committees. Garrett motioned to have 2 committees to hire. Onni seconded. Unanimous approval. Motion passed.

**6. Discuss and Approve questions to ask applicant.**

Questions were reviewed and determined which questions we agreed to ask the candidates. Gail motioned to approve as discussed. Onni seconded. Unanimous approval. Motion passed.

**7. Discuss and Approve updated Librarian job description.**

Trevor motioned to approve the Librarian job description. Garrett seconded. Unanimous approval. Motion passed.

The new job description was signed by the Library Board President and Library Board Secretary and will be filed with the City and library.

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#### **Agenda Items for Next Meeting**

##### **Old Business**

Update on board trustee recruitment  
Follow up on applicants received  
Review and approve quote from Mason City Glass Service  
Update on installation of exterior outlet cover

##### **New Business**

Prepare for applicant's questions  
Schedule Open Session meeting to review applicants and determine who to interview  
Discuss and Approve what needs to be in the interview packet for candidates  
Discuss and Approve use of letters to candidates not selected  
Discuss and Approve removal of cameras on the library and cancellation of any reoccurring charge for service  
Discuss and Approve if it is necessary to hire another part time employee to cover Donnica and Chris  
Discuss and Approve purchasing criteria and spending limits for Library Director  
Discuss and Approve a policy to authorize use of petty cash and to include a report on monthly meetings with the Librarians report

##### **Adjourn**

Garrett made a motion for the meeting to adjourn at 6:57PM. Trevor seconded. Unanimous approval.  
Motion passed.