

**Campbell County Public Library System**

Special Board Minutes
August 1, 2023

Board Members

Present: Charlie Anderson, Sage Bear, Charles Butler, Darcie Lyon and Chelsie Collier

Library Staff

Present: Irene Moore

Campbell County: Greg Thomas, Appointed County Attorney; Brandy Elder, Executive Director Human Resource Risk Management

Chuck called the meeting to order at 2:58pm in the Cottonwood Room in the GAMBI Building.

Chuck reviewed that the board called a special meeting to discuss the job description for the Executive Director and Interim Director.

The Board discussed what the job description should state for the Executive Director position. After a lengthy discussion the following was decided: **Graduate Degree in Library Science from an accredited college/university or Graduate Degree in a related field preferred. Undergraduate degree required. Nine (9) + years of experience in library management, business management or related field.** Brandy Elder stated this keeps it in the scoring range.

Chelsie makes a motion to adopt the amendment as Brandy proposed. Sage seconded. Discussion was led by Charlie and after comments Chuck motioned all in favor: 3-yay, 2-nay. Motions passes.

Chuck reviewed that the selection for the Interim Director will be discussed.

Brandi reviewed that a member of that department is usually selected whether they are a manager or supervisor to operate in an interim role or another director will split time with their department. The Interim Director has limited capability, they are approving purchase orders, and timecards, assisting staff, and overseeing the operation. Hiring or releasing employees are generally things that come to a pause without the assistance of Human Resources. Hiring can continue within the department. The board will have to discuss during an executive session to decide.

Greg reviewed that if you have not seen the selection then you should not vote or if it's not on the agenda. The board will need to have an executive session to discuss individuals that are selected for the Interim Director position.

Chelsie motioned to add public comment to the agenda. Charlie seconded. Motion passes.

17 people signed up for public comment.

Chelsie moves to go into executive session for personnel reasons, regarding the interim position. Charlie seconded. Motion passes.

Meeting adjourns at 4:20pm

Next Meeting: Monday, August 28, 2023, 4:30pm, Campbell County Public Library Wyoming Room.



Board Chair



Director

WA