LIBRARY TRUSTEE PERSONNEL COMMITTEE
WORK SESSION
TUESDAY, SEPTEMBER 22ND, 2026 10:30 AM
MEETING MINUTES

A. Call to Order

Trustee Ingram called the meeting to order at 10:31 am.
Members Present: Dave Ingram, Jane Wheeler, (Staff) Teri Dugan, Tony Edmundson, and Rhonda Hawkins

Public Members Present: None

B. Public Comments- None

C. Library Technology Administrator Job

- Reviewed and discussed updates to the *Library Technology Administrator* job description.

D. Strategies to Fill the Library Technology Administrator Position

- Upon finalization of the revised job description, the position will be advertised locally, regionally, and nationally.

E. Director Search Timeline Details

- Reviewed a previous contract for a Library Director search.
- Discussed a nine-month recruitment timeline, the development of an evaluation process, and the creation of a transitional manual.

F. Discussion of Institutional Knowledge Transfer

- Discussed implementing an Institutional Knowledge Transfer process, including the use of a Head Librarian training strategy to support continuity and succession planning.

G. Public Comment – None

H. Adjourn Meeting adjourned at 11:38 am.

DRAFT