

Richfield Springs Public Library
Board of Trustees Meeting Minutes

December 30, 2019

Present: FaithAnn Young, Kaitlyn Forbes, Jackie Hinckley, Heidi Bond

FaithAnn called the meeting to order at 11:00 a.m.

The Board was presented with Kaitlyn's letter of resignation. Heidi made a motion to accept Kaitlyn's letter of resignation. Jackie regrestfully seconded. All were in favor.

The Board discussed the job posting for the Library Manager position. The following was presented:

LIBRARY MANAGER POSITION

The Richfield Springs Public Library is seeking an energetic and community orientated person to serve as Library Manager. The Richfield Springs Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the community. The Library Manager oversees all library services and reports to the Board of Trustees.

Responsibilities of the Library Manager will include:

- Providing collection development services
- Overseeing the library finances, which include securing funding through budget allocations, grants and donations
- Collaborating with local agencies to continue established programs and create new programs that will benefit the community
- Supervise staff and volunteers
- Work closely with the Board of Trustees

Education and Experience Requirements:

- Two year degree or more, preferably in Library Science or a related field
- Experience working within libraries

Minimum salary is \$30,000, negotiable based on education and experience, and includes health insurance, benefits and NYS retirement.

Position begins as soon as possible. Deadline to apply January 9, 2019.

To apply for this position please send a cover letter, resume and contact information for three professional references to:

Richfield Springs Public Library

RE: Library Manager Position

PO Box 1650, Richfield Springs, NY 13439

--OR--

rs.ill@4cls.org

Heidi made a motion to accept this job listing and to post the job in the Daily Star and Pennysaver for 1 week, as well as to Indeed, the library website, facebook and FCLS group. Jackie seconded this motion. All were in favor. Motion passed.

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Kaitlyn Forbes