

**Perry Cook Memorial Public Library**  
**Board Special Meeting Minutes**  
7/7/22

In attendance were Director, Patricia Dollisch, Board President, Mary Roush, Board Secretary, Mary Jobe, Board members Julie Rhea, Michelle Fidler and Paul Sipes.

President Mary Roush called the meeting to order at 7:01 p.m. to discuss the salary and job postings for both the Fiscal Officer and the Director positions. The discussion started with Ms. Dollisch posting the Director's position as full time, with a salary of \$30,000 per year. Ms. Dollisch apologized for the mistake, but said that after the board reviewed the posting over several days during the previous week, and the necessary corrections had been made she thought the posting was approved for being full time and the salary was acceptable. Ms. Roush passed out the salary survey from benchmark libraries that Ms. Byington created. These numbers gave the board a place to start discussions. It was determined that the Director's position does need to be full time. It is currently 25 hours a week and that simply isn't enough time to get enough work accomplished.

Ms. Rhea asked if for a definition of full time—is it 40 hours or 37? Ms. Dollisch stated full time is generally 37 hours per week, with a paid meal break bringing to total number of hours to 40. It was determined that full time employment would be 40 hours per week. .

Ms. Roush asked if there were any reservations among the group in having a salary range for the Director's position based on education, work history and background. Ms. Rhea and Ms. Dollisch agreed that having a salary range is a good idea. Ms. Dollisch pointed out that PCML now offers paid time off and some paid holidays. The only things we don't offer at this point that other libraries can is health insurance and a deferred compensation account and a deferred compensation plan is a possibility, should PCML like to offer one. Mr. Sipes asked if other smaller libraries offer health care to their employees and Ms. Dollisch said she doesn't think so. She ~~is~~ thinks Cardington and Mt. Gilead might for certain employees, but doesn't think Selover does. A discussion about offering health care followed, but Ms. Dollisch affirmed that she and Kile have discussed it many times and we just can't afford it.

A discussion took place relative to listing the Director's position and the Fiscal Officer's position as one job or if it should be listed as two. Ms. Jobe pointed out that if we are offering a salary for the Director's position and a salary for the Fiscal officer's position, it would cause confusion among potential applicants and it would make it very difficult to attach a salary range in this manner. We again discussed that the Director's position really needs to be full time and all agreed that we would post these positions separately. Ms. Dollisch stated that if we are offering \$25.00 per hour for the Director's position, the candidate should have their MLIS. Mr. Sipes asked if other libraries had combined Director and Fiscal Officer positions and Ms. Dollisch stated that there are a few locations that do have these positions combined but that the state auditor really prefers that the two roles be separate. Ms. Dollisch suggested that the board come up with a salary range and ask Ms. Byington if it is affordable.

The salary range as discussed for a full time Director's position consisting of 38 hours per week depending on experience and qualifications will be shared with Ms. Byington for review at \$38,000 to \$48,000 per year and the Fiscal Officer position would be presented at \$20.00 per hour for 15 hours per week or \$15,600 per year. Ms. Roush indicated that she will get in touch with Ms. Byington to discuss the same.

Ms. Dollisch stated that one of the staff members has resigned and we will need to hire someone to fill that position. Ms. Roush pointed out that we will need to also hire one to two more staff members to run the book mobile. Ms. Dollisch indicated that has been her, prior to her resignation, to go to Northmor once a week, Iberia and County Meadows once a week, as well as visiting at least two Amish stores. Other events would be scheduled as they came available.

Ms. Jobe made a motion to adjourn the meeting at 8:07 p.m., Mr. Sipes seconded the motion, all agreed, motion passed.

  
Mary Rouse, Board President

  
Mary Jobe, Board Secretary