



January 22, 2016

Attendees: Robyn Young, Beverly Martin, Tara White, Michelle Houser, Amber Arnold, Dr. David Peter, Jason Hatton, Steve Pearl, Daniel Toon, Laurel Setser, Kevin Petsche, Beverly Gard, Edra Waterman, Diane Huerkamp, and Heather McNabb via teleconference.

Meeting called to order at 3:10 P.M. by ILF President, Robyn Young.

Robyn proposed a recommendation to streamline the search process to fill the Executive Director of Indiana Library Federation [ILF].

Edra Waterman made a **motion** to appoint the ILF Executive Committee to act as the *Search Team* for the current vacant Indiana Library Federation's Executive Director's position. The motion was **seconded** by Dr. David Peter.

Discussion: Past experiences with the selection process required 3 committees; candidates became uninterested after the lack of a decision and potential candidates were lost. It was also noted that the Executive Committee members are elected by the ILF membership and represent the organization's membership. Following discussion the **motion passed unanimously**.

A **motion** was made by Beverly Gard to enable the Executive Committee [Search Team] to hold Executive Sessions, as necessary in regards to the search for the ILF Executive Director, until that task has been fulfilled. Amber Arnold **seconded** the motion.

Discussion: Beverly Martin, Interim Executive Director, was presented the task of crafting the Job Description for the ILF Executive Director and presenting it to the ILF Board at the February 11, 2016 meeting for approval. Following discussion the **motion passed unanimously**.

A **motion** was made by Jason Hatton to authorize Beverly Martin to present a proposal to hire a temporary secretary/filling clerk with recommended hourly rate and number of hours to the Executive Board's for final approval. The motion was **seconded** by Kevin Petsche.

Discussion: The current ILF office team has limited time to organize critical documents which would allow the Interim Executive Director access to analyze. Following discussion the **motion passed unanimously**.

A **motion** was made by Beverly Gard to authorize Interim Executive Director, Beverly Martin, to purchase office furniture up to \$10,000, to replace aging desks for the staff and Executive Director. The motion was **seconded** by Steve Pearl.

Discussion: Robyn asked Kevin Petsche and Stephanie Davis whether there were funds to cover this allocation, since it was not in the budget. They both assured the ILF Board that the funds were available for such purchases. Following discussion the **motion passed unanimously**.

A **motion** was made by Jason Hatton authorizing Interim Executive Director, Beverly Martin, to recommend a part-time Conference Coordinator to be employed up to 24 hours a week, pay rate to be determined. Stephanie Davis **seconded** the motion.

Discussion: It was suggested that Interim Executive Director, Beverly Martin craft a job description and propose a pay rate and present to the ILF Board at the February 11, 2016 Board meeting. Motion was **amended** to reflect the points of discussion. Interim Executive Director, Beverly Martin will recommend a part-time Conference Coordinator, craft and present a job description and recommend the number of hours and rate of pay. Following discussion the **motion passed unanimously**.

A **motion** was made by Beverly Gard to increase the rate of pay for the Interim Executive Director from \$40.00 an hour to \$45.00 an hour. The ILF will pay its portion of taxes, 7.65% and the Interim Executive Director is responsible for the employee's withholdings. This will be effective with the next pay period. The motion was **seconded** by Dr. David Peter.

Discussion: No other adjustments will be made to the previous pay periods, not retroactive. Following discussion the **motion passed unanimously**.

A **motion** to adjourn was made by Dr. David Peter. Michelle Houser **seconded** the motion. The **motion passed unanimously**. The Board adjourned at 3:50 P.M.

Next meetings:

February 11, April 14, June 9, August 11, October 13 [Annual Conference November 8-10], December 8.

Executive Session convenes after regularly scheduled board meeting.