



# Council of Librarians

## AGENDA FOR THE COUNCIL OF LIBRARIANS SPECIAL MEETING

Held on June 2, 2021 at 1PM

[Via Zoom](#) (attendees required to be signed into Zoom)

This meeting was [recorded](#); Access Passcode: ?Q%KyB3z

Present (27): Leah Richardson, Laura Wrubel, Peter Cohn, Dorinne Banks, Misty Trunnell, Jessica Gershuny, Amal Cavender, Jennifer King, Yan He, Geneva Henry, Deborah Bezanson, Vakil Smallen, Mafona Shea, Elizabeth Waraska, Morgan Stoddard, Shmuel Ben-Gad, Monecia Samuel, Matt Mihalik, Matthew Bright, Dolsy Smith, Mark Yoffe, Holly Dugan, Brigitte Kamsler, Daniel Kerchner, Ann James, Josh McDonald, Shira Eller

### CALL TO ORDER

The special meeting was called to order at 1:02pm

AGENDA - Report from the Ad Hoc Committee on Search Committee Procedures (Laura Wrubel) [SLIDES](#)

1. Committee Members: Bill Gillis, Peter Cohn, Jen Froetschel, Monecia Samuel, Laura Wrubel
2. Pre-Work sent to Council members:  
Working drafts of six sections of the future Search Procedures document were shared before the meeting. Council members were asked to use the frames of kindness & care, and diversity, equity & inclusion when reading, as we want to keep these considerations at the forefront of our thinking in recruitment and hiring.
  - I. [Preparing Staff](#)
  - II. [Drafting the Position Description](#)
  - III. [Forming the Search Committee](#)
  - IV. [Application Review](#)
  - V. [Finalist Interview](#)
  - VI. [Evaluation and Feedback](#)
3. Update on Committee's Work:
  - I. The complete Table of Contents for the final product is drafted on [Slide 9](#).
  - II. Committee members had a conversation with Dr. Jordan West and participated in a training workshop on 'Implicit Bias'
  - III. Themes from May 3 Council Meeting:
    - i. Embedding kindness and care for candidates in the search process
    - ii. Forming a search committee
    - iii. Sharing salary info with candidates (The topic of today's discussion)
4. Discussion Topic: Sharing salary info with candidates ([see Slide 8](#))

- I. Geneva Henry: Background: All librarian positions (I - IV) have a minimum salary and candidates can negotiate; LAI's aim is to get the best possible candidate, which may mean offering the candidate more money. However, it must be an equitable amount compared to existing librarians' salaries.
- II. Suggestions from Council members:
  - i. When the presence of salary information is posted in a job ad, this communicates the organization's value of transparency;
  - ii. Post: Salary range, or Salary negotiable for everyone
    1. Not everyone knows they can negotiate salaries or feels comfortable negotiating (esp. Women and minorities)
  - iii. Post minimum salary for each LAI librarian rank in a public document that could be linked to. Geneva said she will make this information visible and ask HR to ~~[complete a current compensation calibration exercise]~~ to ensure that the salary minimum range is up-to-date.
5. Poll for Council Members to choose Top 3 (of 6) topics to discuss. Results: Application Review (68 votes); Finalist Interview (59 votes); Forming the Search Committee (42 votes)
6. Topic I: [Application Review \(see Slide 15\)](#)
  - I. Suggestions from Council members:
    - i. HR has requirements for record retention; Preserve all documentation during the process;
7. Topic II: [Finalist Interview \(see Slide 16\)](#)
  - I. Suggestions from Council members:
    - i. Lunch option - remove this conventional custom at LAI and offer flexibility for candidates preferences
      1. Equal amount of break time - let candidate have option of am break or lunch break
      2. If offering options, treat all candidates the same
      3. Let candidate know to what degree lunch is part of the interview (e.g. if they are being evaluated during lunch)
      4. Offer lunch with non-decision makers to share perspectives
      5. Concern: lunch is an opportunity for inappropriate questions being asked;
    - ii. On campus interviews - everything in schedule should have a purpose; make them less onerous; not everyone does well in an all day interview;
8. Topic III: [Forming the Search Committee \(See slide 14\)](#)
  - I. Very little guidance in Code & By-laws
9. Next steps: Ad Hoc Committee will share update at July Council meeting; Project complete by end summer

## ADJOURNMENT

The meeting was adjourned at 2:00p.m. by Leah Richardson