1. Call to order.
   Bejune called the meeting to order at 4:02 PM

2. Discussion of Bylaws 5.2.4.e
   Bejune read the Bylaw to the Committee; shall periodically monitor the selection for new
   library employees for adherence to the fair and equitable practice. In the case of senior
   level management, the Committee shall assist in the development of qualifications and
   review applications. The Board shall make staff appointments in accordance with City
   Ordinance and Deed of Gift, but shall not be involved in the selection process except in
   the case of senior management.
   The Deed of Gift from Dr. Green section 6 states the following: The said Board of
   Directors shall have all power to appoint a Librarian and all subordinate officers that they
   may deem expedient, to be paid by the City, and to remove at the same pleasure. This
   provision appears in the current city ordinance expressed in these words: “Except as
   otherwise provided by law, the board shall appoint the head librarian and all subordinate
   officers and may remove such officers at pleasure.”

3. Beaton explained that the 1859 Deed of Gift gives the board discretion to determine
   which positions it would appoint and enables the board and management to agree on
   exactly which positions constitute “subordinate officers” and limit the board’s selection
   decision to those positions. She stated that the board and management might also agree
   on a process for reviewing applications that limits the negative effect of public disclosure
   of the names of applicants and that recognizes the management needs of the head
   librarian and the library. In this way, the board would recognize that “expedient” includes
   avoiding the negative impact on the head librarian’s management of the library. Through
   these provisions that the directors have the legal right, not only to review hiring practices,
   but also, with respect to subordinate “officers,” to review individual applications and to
   make the final decision on appointments. The Board of Director’s may chooses who is
   defined as a subordinate officer. She mentioned that items to keep in mind while making
   that decision would be the open meeting law, in which interviews held by the
   Administration Committee and reviewed by the full Board would be subject to, and the
   new privacy rights of applicants, which were not applicable in 1859. She stated that
changes might need to be made to the Ordinance through adding an additional By-Law stating the change.

4. Estrella reported that in August of 2015, the Administration Committee had voted to define Senior Level Management as the Head Librarian and Associate Director and that the Administration Committee and the Board would be involved in the hiring processes for those two positions.

5. Bejune, Comes and O’Connor do not wish to slow down the processes of the hiring of library employees and agree that the By-Law shall remain the same in which only the Head Librarian and Associate Director position’s will be reviewed by the Administration Committee and the full Board.

6. Head Librarian Review Process
   Bejune reported that Dickinson had submitted his goals to the Committee in April as requested. He has requested that the process the Committee followed last year is followed again this year. O’Connor and Comes are in agreement. He stated that in May Finkel will ask the Board to send comments and/or suggestions about Dickinson’s goals to the Committee for review.
   The Committee would like Dickinson’s goals listed in the template by Friday May 19, 2017, with a goal of the Administration committee to meet the first week of June

7. Comes moved to adjourn. The meeting adjourned at 4:52PM.