APPROVED

WARREN PUBLIC LIBRARY COMMISSION
SPECIAL MEETING
WARREN CIVIC CENTER LIBRARY- MARK TWAIN ROOM
1 CITY SQUARE, SUITE 100
WARREN, MI 48093
August 4, 2025
6:00 p.m.

1. Call to Order: Special meeting was called to order at 6:04 p.m. by Natalie Piernak.

2. Roll Call:
Commissioners Present: Natalie Piernak, Emma Howard, Annette Majka, Zosia Ladak, Lorie Barnwell
Also Present: O. Urban, Library Director of Warren Public Libraries; C. Murphy, City of Warren Attorney; J. Gajos, Human Resource Director
Absent: D. McIntosh

3. Approval of Agenda: Majka moved to approve the agenda, supported by Ladak; motion carried.

4. Discussion/Action Items
- **New Library Director:** Review of job description. Human Resources to post the job on various channels deemed suitable to field eligible candidates that meet the desired criteria. Piernak submitted the job posting materials approved by Gajos for the commission to review. Barnwell and Piernak requested Gajos' input on the updated job posting description. Redundant items were removed for a more concise posting to be made. Changed the minimum requirements to previous experience as a director of a Class VI library from the previously listed Class V or VI. The commission decided against posting to LinkedIn and emphasized the importance of working with the communications team to create traffic. Motion was made to add city social media channels to the pre-approved list by Majka, and seconded by Barnwell; motion carried.

Howard moved to have the job listing posted by Human Resources on 9/1/25 and to remain open for applicants for the following four weeks from that date, with the changes made to the job description as previously stated, as well as the approved posting sites. Majka seconded; motion carried.

Special meeting in October will be scheduled to go over interview questions and review applicants.

- **Director Evaluation process:** Commission members received director evaluation training from the Suburban Library Coop before the special meeting. Training was specifically in regard to evaluating the new director. Proposed six-month probationary review, then annual reviews thereafter, with opportunities for the board of commissioners as well as staff members to contribute.

5. Audience Participation: Audience members expressed concern with the timeline for the hiring process and the overall efficiency of the board in their preparations.

6. Next Meeting Date – September 18, 2025
7. Adjournment: Ladak moved to adjourn the meeting at 6:34 p.m., supported by Majka; motion carried.