

Iowa City Public Library Board of Trustees Meeting Agenda

April 3, 2025

2nd Floor – Boardroom

Special Meeting - 5:00 PM

Tom Rocklin - President

Bonnie Boothroy

Robin Paetzold

DJ Johnk – Vice President

Joseph Massa

John Raeburn

Hannah Shultz-Secretary

Claire Matthews

Dan Stevenson

1. Call Meeting to Order.

2. Approval of April 3, 2025 Board Meeting Agenda.

3. Public Discussion.

4. Items to be Discussed.

A. Search for Library Director: Review of Position Description.

Comment: Board action required.

B. Search for Library Director: Review of the Job Announcement Used in the Last Search.

Comment: Board action required.

C. Search for Library Director: Discussion on Employing a Search Firm.

Comment: Board action required.

D. Search for Library Director: Advertising Strategy.

Comment: Board action required.

E. Search for Library Director: Composition of the Search Committee.

Comment: Board action required.

F. Open Meetings and Open Records Law, Eric Goers.

Comment: Board action not required.

G. Process for Appointing an Interim Director.

Comment: Board action not required.

5. Adjournment.

CITY OF IOWA CITY – JOB DESCRIPTION

Position Title:	Library Director
Department:	Iowa City Public Library
Division:	Administration
Supervisor:	Library Board of Trustees
FLSA:	Exempt
Pay Grade:	33
Job Number:	3303
Date:	7/1/2024

Job Summary

The Library Director shall carry out policies adopted by the Board and shall be held responsible for: employment and direction of staff; the care and maintenance of the building and equipment; the efficiency and effectiveness of the Library's service to the public; the provision of library collections and the operation of the Library under the financial conditions set forth in the annual budget.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Works with the Iowa City Public Library Board of Trustees to formulate and update and administer policies and to develop and implement a strategic plan.
- Prepares and administers Library operation budget, capital budget, including general funds, gifts, grants, and reimbursements.
- Oversees the planning and delivery of the library's collections and service programs to all users.
- Directly supervises eight managers.
- Follows collective bargaining agreement, City and Library personnel policies and practices.
- Enters into contractual arrangements for the Iowa City Public Library as allowed by law and board policy.
- Serves on the Friends Foundation board and Executive Committee as a non-voting member, assists with fundraising efforts.
- Advocates for library initiatives, to the City Council and others. works with government and community leaders to increase awareness of the library and coordinates programs and services to best serve the community.
- Establishes and maintains effective working relationships with Iowa City officials, including the City Council and City Manager, and the general public.
- Manages the library building and equipment, including Bookmobile, which may include construction, renovation, and major repairs. Ensures library facilities are well maintained and meet changing community needs.

- Supervises the collection and compilation of data and analytics used to evaluate library services, as needed for city, state and national reports.
- Participates in local, state, and national professional organizations.
- Answers questions about library services, policies, procedures, and collections. Implements adopted policies and procedures.
- Consistently presents the Iowa City Public Library and its collections, programs, and services in a positive manner and adheres to customer services procedures and guidelines as established by the library.
- Conducts self in a manner which promotes and supports diversity and inclusivity in the community.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- Master's degree from in Library or Information Science from an ALA accredited institution and five years of related experience. Experience in library service, library administration, and supervisory experience.
- State of Iowa librarian certification within 60 days of hire. Valid State of Iowa driver's license with satisfactory driving record. Must be 18 years of age. Must pass criminal background check. Must reside in the municipal limits of the City of Iowa City.

Preferred Education, Experience, Certification/Licensure, Other

- Master's degree from in Library or Information Science from an ALA accredited institution and seven years of related experience. Experience in budgeting, managing in a union environment, and working with a governing board.

Knowledge, Skills, and Abilities

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to assess patron needs and communicate with a diverse public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to develop and present budget and statistical reports.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to lead a values-based strategic planning process.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to reliably and predictably carry out duties.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to use considerable independent judgement and to manage emergency situations affecting staff, patrons, or property.

- Ability to work a flexible schedule including some nights and weekends.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to write reports and articles for publication that conform to prescribed style and format.
- Knowledge at an advanced level of the mission, functions, methods, trends and best practices of a modern public library.
- Knowledge of financial management and accounting procedures of a public governmental institution.
- Knowledge of public library computer hardware and software systems.
- Knowledge of the administration of HR functions in a governmental environment, union collective bargaining environment, and ability to carry out operational processes and procedures of personnel management.
- Skill in interpersonal and leadership necessary to work productively and deal tactfully with the public, library employees, local government officials, civic leaders, community group leaders and members of the Library Board of Trustees and the Iowa City Public Library Friends Foundation.
- Skill in planning, organizing, and managing library activities.
- Skill in public relations and fundraising.
- Skill in using computers and applicable software applications (Microsoft Office – Word, Excel, Outlook, Powerpoint).

Supervision

Responsible for the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports including interviewing, hiring, and training employees; planning, assigning, and directing work; writing and delivering performance reviews; rewarding and disciplining employees; addressing complaints and resolving problems; and terminating employees.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time and the work may expose the employee to unpleasant social situations and significant work pace pressure.

Iowa City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description, and I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Department Director

Date

Date

2018 Library Director Job Announcement



Library Director-Iowa City (IA) Public Library

If the “**Center of Community Life**” speaks to you, the Board of Trustees of the [Iowa City Public Library](#) encourages you to apply to become the City’s next Library Director. Governed by a nine-member Board, the Iowa City Public Library is a vital, vibrant downtown destination on its Pedestrian Mall. Circulating 1.3 million items a year, the Library hosts 797,000 visitors in the building and annually many more virtually. With an innovative, creative staff (63FTE), a \$6.8 million annual operating budget, and a Friends Foundation which generates significant financial support, the Library provides stellar services to 99,277 area residents through its single location. The Library has seen decades of steadily increasing support from both public and private sources. Contributing to the quality of life in Iowa City as its community hub, the Library **connects** people of all ages with information; **engages** people with the world of ideas and with each other; and **enriches** the community by supporting learning, promoting literacy, and encouraging creativity.

Outstanding cultural and recreational opportunities exist within [Iowa City](#), a vibrant college town. Home to the University of Iowa and the Iowa Writers’ Workshop, the City is known for its focus on the arts and humanities. In addition to its beloved public library and its designation as a UNESCO City of Literature, Iowa City is home to many independent book stores. All of the Arts flourish in Johnson County and opportunities to enjoy music of all genres, theatre, summer festivals, local food and visual arts are numerous. Making many Top 10 Lists for Livability, Iowa City also boasts outstanding health care and strong infrastructure with good public transportation. Residents are encouraged to ride, bike and walk through Downtown and its surrounding neighborhoods. For more information about the Library and the City, visit [Iowa City Links](#).

Responsibilities. The Library Director performs professional level work under the general supervision of the Library Board of Trustees. Responsibilities include the planning, development, implementation, and evaluation of all library operations and services; supervision of the administrative team and staff in establishing and directing library policies and procedures; and managing physical facilities, personnel, and financial operations in accordance with Board policies, City administration, and applicable legislation. The Director serves as liaison to the community, city government, and library leaders and works to establish collaborative relationships. Fiscal responsibilities include preparing and administering the annual budget, including capital improvements projects, and working with the Friends Foundation to secure additional funding. See [Iowa City Library Director](#) for the complete position description.

Qualifications. Minimum qualifications include a Master’s degree in Library Science from an ALA-accredited program and a minimum of seven years of professional progressively responsible library experience with five years of public library administration. The successful candidate will also have a demonstrated record of development and fundraising, developing and mentoring staff, facilities management, implementing new library service models, an outstanding customer service philosophy, and successful community engagement. Experience reporting to a governing board and working in a union environment are preferred. The Library Director must reside in the municipal limits of the City of Iowa City and State of Iowa librarian certification will be required within 60 days of hire.

Compensation. A starting salary range of \$94,036 – 121,000 (with placement negotiable, dependent upon experience and qualifications) and an exceptional fringe benefits package.

For more information, contact [Bradbury Miller Associates](#). To start the application process, send a cover letter and resume as Word or PDF attachments to [Jobeth Bradbury](#) on or before the closing date of **September 23, 2018**.