Willard Public Library
Board of Trustees
Meeting Agenda
June 14, 2022
10:00 a.m.
2nd Floor Library Meeting/Programming Room

1. Call to Order

2. Public Comment

3. Candidate Presentation: Matt Willis (pg. 1)

4. Candidate Interview
   a. Questions provided by Bradbury Miller (pg. 6)
   b. Michigan Department of Civil Rights: Prohibited Questions (pg. 7)

5. Board Discussion

6. Motion: Final Director Selection *

7. Other Business

8. Comments by Trustees

9. Adjourn

Action items are indicated by an *
May 4, 2022

Dear Board of Trustees,

Please consider my application for Director of Willard Library. As the current Deputy Director of Operations, I believe I am in a unique position to lead the organization. Employed by Willard for twenty years, I have a deep knowledge of the history of the institution, built solid relationships with staff and community members, and have a vision for how the Library can continue to flourish and better meet the needs of our diverse community.

I am a collaborative leader. I value teams, encourage engagement, and celebrate others’ successes. Public libraries are facing new challenges, and I believe that working together to connect ideas and talent is necessary for progress. I provide strong leadership that nurtures a dynamic and supportive workplace.

As part of the Administrative Team, I helped set budget priorities that align with the Library’s goals and contributed to its long-term fiscal health. Turning outward, I have established new community partnerships. I worked to strengthen relationships by meeting regularly with both union representatives. Playing a key role in the last round of contract negotiations for both units, I helped craft strategy along with the Library’s legal counsel and other administrators.

As part of the Operations Committee, I worked to set priorities and measure accomplishments on the Strategic Plan. Viewing all aspects of the Strategic Plan through a lens of diversity, equity, and inclusion, the Operations Committee advanced the Library’s reach to underserved communities.

I delivered Department Reports to the Board of Trustees and provided briefings for the Board President on key issues. I believe a harmonious partnership between a well-informed Board and a communicative Director is crucial to keeping everyone on the same page and moving forward.

Challenging myself to grow both personally and professionally, I have sought out coaching opportunities that include executive and purpose coaching. I have completed all the certifications required for State Aid by the Library of Michigan to serve as Director.

I embrace the mission and tradition of Willard Library and welcome the chance to talk with the Board of Trustees about my strengths and my vision for the future.

Sincerely,

Matt Willis
MATT WILLIS
269.441.9513 · mwillis@willardlibrary.org
linkedin.com/in/matt-willis-library-leader

KEY STRENGTHS

DECISIVENESS
BUDGET OVERSIGHT
STRATEGIC VISIONING
POLICY DEVELOPMENT
TEAM BUILDING
INNOVATIVE THINKING
PROJECT MANAGEMENT
UNION RELATIONSHIPS
PATIENCE
INTEGRITY
COLLABORATION
COMMUNICATION

EDUCATION

BACHELOR OF ARTS, B.A. HISTORY, 1996 · EASTERN MICHIGAN UNIVERSITY, YPSILANTI, MI
MASTER’S DEGREE, M.L.I.S., 2002 · WAYNE STATE UNIVERSITY, DETROIT, MI

EXPERIENCE

WILLARD LIBRARY, BATTLE CREEK, MI
DEPUTY DIRECTOR OF OPERATIONS 2020 – PRESENT

Highlights
- Negotiated contracts for both bargaining units as part of the administration’s Negotiating Team
- Updated entire Board of Trustees Manual with Administrative Team
- Led adult programming librarians to develop engaging virtual content during the pandemic
- Initiated remote Book a Librarian service during the pandemic
- Spearheaded Burmese language adult programming initiatives
- Co-wrote application that resulted in the 2021 State Librarian’s Citation of Excellence Award
- Navigated the Library safely through the pandemic with policy and procedure development

Key Responsibilities
- Leads Administrative Team meetings while nurturing a team-based approach to decision making, problem solving, and innovation
- Develops efficient operational procedures
- Cultivates staff development through regular supervisory meetings
- Engages in problem solving with bargaining unit representatives through regular communication
- Oversees all scheduling for six departments and 40 employees
- Prepares materials for Board packet and presents at Board meetings
- Represents Willard Library at the Southwest Michigan Library Cooperative
REFERENCE & ADULT SERVICES SENIOR MANAGER

Highlights
- Initiated a goal tracking methodology for the Strategic Plan
- Updated Library Procedures Manual and migrated it from print to digital
- Served on new employee hiring and orientation teams
- Developed the online Knowledge Center allowing employees access to policies and procedures

Key Responsibilities
- Served on Strategic Plan Operations Committee
- Supervised Reference and Adult Services staff
- Oversaw all adult services and programming budgets
- Responsible for Reference and Media Department scheduling
- Attended Neighborhood Planning Council meetings

REFERENCE & ADULT SERVICES DEPARTMENT HEAD

Highlights
- Launched Willard’s first annual African American Celebration in 2016
- Introduced Book a Librarian, a one-one-one reference service in 2015
- Held dynamic department meetings
- Accelerated adult programs to include music, gardening, local history, and entrepreneurship

Key Responsibilities
- Supervised Reference and Adult Services staff
- Oversaw the selection of electronic subscriptions and adult programming budgets
- Trained staff on reference topics and customer service
- Ordered adult nonfiction and reference collection
- Managed the local history collection

READERS’ ADVISORY LIBRARIAN

Highlights
- Launched Book Club in a Bag, a customized reading-group service in 2006
- Ordered Helen Warner Branch fiction starter collection in 2004
- Designed Battle Creek Reads, a community-wide reading program in 2004

Key Responsibilities
- Responsible for budget of $225K that contributed to over 1 million circs in 2007
- Oversaw adult author programming
- Designed adult winter and summer reading program
- Trained staff on using a retail approach for displays to increase circulation

PLYMOUTH DISTRICT LIBRARY, PLYMOUTH, MI

SUBSTITUTE LIBRARIAN

PROFESSIONAL LIBRARIAN INTERN
LIBRARY CERTIFICATIONS: LIBRARY OF MICHIGAN

ADVANCED DIRECTORS WORKSHOP PATHWAY, APRIL 2022 - 5 COURSES
- COMMUNITY ENGAGEMENT, LEADERSHIP, SELF-CARE, ORGANIZATIONAL HEALTH, DIRECTOR-BOARD RELATIONSHIPS

NEW DIRECTORS WORKSHOP PATHWAY, DECEMBER 2021 - 20 COURSES
- STATE AND FEDERAL PROGRAMS: State Certification, Annual Report/State Aid Application, State Aid For Libraries, Mel: The Michigan eLibrary, Institute Of Museum And Library Services/Library Services And Technology, E-Rate For Libraries
- LIBRARY FUNDING: Use Of Public Funds, Penal Fines For Libraries, Personal Property Tax
- LIBRARY LAW: Public Library Establishment, Libraries as Public Entities, Library Service Contracts, Library Policies, Roles And Responsibilities, Library Privacy
- LIBRARY BUDGETING: Basic Library Accounting, Budgeting Basics, Budgeting Process, Internal Controls

LIBRARIAN'S PERMANENT PROFESSIONAL CERTIFICATE, DECEMBER 2006

WORKSHOPS & COACHING

PRESENTER
VIRTUAL PANDEMIC PROGRAMMING (Library of Michigan, 2020)

EXECUTIVE COACHING
PURPOSE COACHING (Alana Muller, 2022)
EXECUTIVE COACHING (Brent Stewart, 2022)
EXECUTIVE COACHING (Bernadette Orr, 2021)

ADMINISTRATION & MANAGEMENT
SURVIVING AND THRIVING AS A LIBRARY DIRECTOR (Library of Michigan, 2021)

BOARD RELATIONSHIPS
TRUSTEE 102: ADVANCED TRUSTEE (2021)
TRUSTEE 101: THE BASICS (2021)

CUSTOMER RELATIONSHIPS AND PATRON SECURITY
HOMELESS LIBRARY ACADEMY (Ryan Dowd, Niche Academy, 2019 – PRESENT)
CUSTOMER SERVICE TRAINING (The Disney Institute, 2018)
PUBLIC INNOVATORS LAB: TURNING OUTWARD (Harwood Institute, 2017)
PATRON MANAGEMENT AND LIBRARY SECURITY (Eva Davis, 2017)
CUSTOMER SERVICE TRAINING (Zingerman’s, 2014)
ACTIVE SHOOTER/ALICE TRAINING (Michigan State Police, 2014)
DIVERSITY, EQUITY, AND INCLUSION
CULTURE OF DEI: IF YOU’RE HUMAN, YOU’RE BIASED (Jocelyn Giangrande, 2022)
NEUTRALITY AND LIBRARIES (Library of Michigan & University of Michigan, 2021)
DIVERSITY, EQUITY, AND INCLUSION AS A BUSINESS STRATEGY (Jocelyn Giangrande, 2021)
ENGAGING EQUITY ENDEAVORS (Tara Michener, 2021)
LGBTQIA+ MICRO AGGRESSIONS (Beyond Diversity, 2019)
MICRO AGRESSIONS & IMPLICIT BIAS (Beyond Diversity, 2019)
DIVERSITY, EQUITY, AND INCLUSION: COMPASSION IN THE WORKPLACE (Beyond Diversity, 2019)

EMPLOYMENT LAW
EMPLOYMENT AND LABOR LAW SEMINAR (Varnum Law, 2019)
HIRING AND EMPLOYEE COACHING (Brian Mortimer, 2019)

LIBRARY LAW
LEGAL CONSIDERATIONS IN VIRTUAL PROGRAMMING (Library of Michigan, 2020)
LIBRARY PRIVACY ACT (Library of Michigan, 2021)

STRATEGIC PLANNING
STRATEGIC PLANNING 101 (Amanda Standerfer, 2022)
DIY STRATEGIC PLANNING (Sara Laughlin, 2015)

PROFESSIONAL MEMBERSHIPS

AMERICAN LIBRARY ASSOCIATION
PUBLIC LIBRARY ASSOCIATION
MICHIGAN LIBRARY ASSOCIATION
1. Take 2-3 minutes and share with us what attracted you to apply for the position of Director and how your career and professional development have prepared you to be our next leader.

2. Give an example of a time when you have challenged the status quo in your professional life. Why and how did you do it? What were the results?

3. Please share an example of an operational change you made that resulted in financial savings for your library.

4. How do you keep yourself from letting your personal opinions impact your decision making?

5. It has been said that a challenge is an opportunity we did not ask for. Based on what you know today, what are the biggest challenges facing Willard Library and what opportunities do you see that may not have been previously explored.

6. How has diversity, equity, and inclusion impacted your decision-making and how have you practiced DEI principles in your work?

7. Tell us how you would foster an environment of growth and leadership development among the Willard Library staff.

8. Describe for us a time in your career when you changed a long-held professional belief or assumption and the circumstances that lead to the change.

9. What processes have you used to evaluate the effectiveness of programs and services provided by your department? What stays and what goes in order to accomplish the library’s mission?

10. What person taught you a valuable lesson about life and how has it become guiding principle?

11. Willard Library has a long-standing reputation for providing stellar, innovative customer service. Where do you see the Library headed next, if it is to remain at the forefront of excellence in public libraries?

12. The responsibilities of the Director are very different from those of the Deputy Director of Operations. What responsibilities are you the most excited and least excited about?

13. What have we not asked you that you wish to share with us?

Do you have any questions for us?
Introduction
In Michigan, the Elliott-Larsen Civil Rights Act (ELCRA) MCL § 37.2206, and the Persons with Disabilities Civil Rights Act (PWDCRA) MCL §37.1206 provide significant guidance to employers in the hiring process. In addition, this guide includes the requirements of Title VII of the Civil Rights Act of 1964, 42 USC §§ 2000(e) et seq.; Title I of the Americans with Disabilities Act, 42 USC §§ 12101 et seq.; the Age Discrimination in Employment Act, 29 USC §§ 621 et seq.; and the Immigration Reform and Control Act of 1986, 8 USC §§ 1324a et seq.

Recruitment
The referenced federal and state laws make it unlawful for an employer to print, circulate, post, mail or otherwise cause to be published a statement, advertisement, notice or sign which indicates a preference, limitation and/or specification based on religion, race, color, national origin, age, sex, height, weight, marital status or disability. Employers are not prohibited from including statements that affirm equal employment opportunity.

Pre-Employment Inquiries
Except as permitted by the Michigan Civil Rights Commission (MCRC) Rules or by federal law, these statutes make it unlawful for an employer or employment agency to ask questions, orally or in writing, that elicit information, try to elicit information, or express a preference on the basis of race, color, religion, national origin, age, sex, height, weight, marital status or disability. Employers are not prohibited from including statements that affirm equal employment opportunity.

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Job Description
One way to ensure sound hiring procedures and avoid unlawful discrimination is for employers to write job descriptions outlining the required skills and abilities for each position. Focusing on the individual’s skills and specific job requirements helps employers select the most qualified candidate.

Requests for information that are unlawful pre-employment may be legal once the applicant is hired, such as information needed for payroll and benefit processing (marital status, number of dependents, etc.). However, the information should not be requested on the employment application or during the interview.

Arrest Records
Under Michigan law, employers may not ask an applicant about a misdemeanor arrest that did not result in a conviction. Employers may ask about felony or misdemeanor convictions or felony arrests which did not result in a conviction. Some employers are required to conduct criminal history background checks on potential hires. However, unless required by law, it is a violation of Title VII of the US Civil Rights Act for employers to have a blanket policy of not hiring or accepting applications from anyone with a criminal conviction.

Data Collection
Under limited circumstances, employers may be required to gather information that might otherwise be unlawful under the ELCRA and the PWDCRA. Documentation required by the Immigration Reform and Control Act, 8 USCA §§ 1324a et seq. and criminal history background checks required for applicants in certain occupations all require gathering otherwise prohibited data. Employers must use care to gather ONLY the information required by the controlling statute or regulation, restrict access to this information, and require collection only after the employer has made a conditional offer of employment.

Bona Fide Occupational Qualification
Employers can request an exemption from Michigan civil rights law if they can show that religion, national origin, age, height, weight or sex is a bona fide occupational qualification (BFOQ) that is necessary to normal business operations. Employers can ask the MCRC for a BFOQ before posting a position. If a BFOQ is not requested and the employer is later charged with discrimination, the employer can raise BFOQ business necessity as a defense to the charge. For example, a juvenile detention facility concerned with the privacy of the youth may request hiring one person per shift of the same sex as the facility residents.

EEO/Workforce Diversity Plans
Equal Employment Opportunity (EEO) and workforce diversity plans are permitted to require the aggregate collection of data on race, religion, color, national origin, sex or disability of applicants and employees as long as the data is separated from hiring or promotional processes.

To file a complaint, or to ask questions contact 1/800.482.3604 or TTY 1/877.878.8464. You can also file online: www.michigan.gov/mdcr
<table>
<thead>
<tr>
<th>Subject</th>
<th>Lawful Pre-Employment Inquiries</th>
<th>Unlawful Pre-Employment Inquiries</th>
</tr>
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<tbody>
<tr>
<td>Address</td>
<td>Applicant’s current and prior addresses</td>
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<tr>
<td>Age</td>
<td>Are you 18 or older?</td>
<td>Applicant’s age or date of birth</td>
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<tr>
<td>Arrests</td>
<td>Have you ever been convicted of a crime?</td>
<td>Misdemeanor arrests which did not result in conviction unless applicant is seeking a position with a law enforcement agency</td>
</tr>
<tr>
<td>Birthplace</td>
<td>Birthplace of applicant and applicant’s relatives; birth certificate, naturalization and baptismal records, unless required by federal law</td>
<td></td>
</tr>
<tr>
<td>Citizenship</td>
<td>Are you legally authorized to work in the United States?</td>
<td>These questions are unlawful unless asked as part of the Federal I-9 process: a.) Of what country are you a citizen? b.) Are you a naturalized or native-born citizen? c.) Are your parents or spouse naturalized or native-born citizens?</td>
</tr>
<tr>
<td>Disability</td>
<td>Ability to perform the essential functions of the job with or without accommodation*</td>
<td>Physical or mental conditions which are not directly related to the requirements of a specific job</td>
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<tr>
<td>Education</td>
<td>Applicant’s academic, vocational or professional education and schools attended</td>
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<tr>
<td>Genetic Testing</td>
<td>Applicant’s genetic information; requiring applicant to undergo genetic testing</td>
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<tr>
<td>Height or Weight</td>
<td>Applicant’s height or weight</td>
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<tr>
<td>Marital Status</td>
<td>Marital status or children; titles such as Mr., Mrs., or Ms.</td>
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<tr>
<td>Name</td>
<td>Applicant’s name; other names used by applicant</td>
<td>Applicant’s maiden name</td>
</tr>
<tr>
<td>National Origin</td>
<td>Languages spoken and written by applicant</td>
<td>Applicant’s lineage, ancestry, national origin or nationality (see note ii below)</td>
</tr>
<tr>
<td>Notice in Case of Emergency</td>
<td>Name, address and phone number of person to be notified in case of accident or emergency</td>
<td>Name, address and phone number of relative to be notified in case of accident or emergency</td>
</tr>
<tr>
<td>Organizations</td>
<td>The organizations and clubs to which applicant belongs except as noted in the column to the right</td>
<td>Names of organizations to which an applicant belongs if information would reveal the race, color, religion, national origin or ancestry of the members of the organization</td>
</tr>
<tr>
<td>Photograph</td>
<td>Applicant’s photograph prior to hire</td>
<td></td>
</tr>
<tr>
<td>Race or Color</td>
<td>Applicant’s race, national origin or color</td>
<td></td>
</tr>
<tr>
<td>Religion</td>
<td>Religious denomination or affiliation; religious holidays observed</td>
<td></td>
</tr>
<tr>
<td>Sex</td>
<td>Applicant’s gender; ability or desire to have children; child care arrangements</td>
<td></td>
</tr>
</tbody>
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1 Unlawful under Michigan law only, not covered by federal law
2 Documents required by the Immigration Reform and Control Act (IRCA), 8 USCA §§ 1234a et seq., may only be collected after a conditional offer of employment has been made
3 The IRCA mandates that employers verify citizenship and work authorization, but only after a conditional offer of employment
4 This question is only lawful if applicant has been informed of the essential job functions