

April 7, 2015

To: Mayor Bemrich and City Council

**From: David Fierke, City Manager
Jamie N. Anderson, HR Director**



Subject: Appointment of Gregory Romer to Library Director

ACTION: For vote Monday, April 13, 2015

Brief History

The previous Library Director, Barb Shultz, resigned in January 2015. The Public Library Board has selected Gregory Romer to fill the vacancy. Per the City Charter, the City Council needs to authorize and approve appointments at the Department Head level.

An Administrative Order appointing Gregory Romer as the Library Director has been prepared and signed by the City Manager.

Analysis of Issue

The Library Board sought to fill the director position as soon as Mrs. Shultz submitted her notice of resignation. Recruitment began mid-December 2014. A national search was conducted, resulting in a total of eight applicants by the beginning of February.

The Board chose five main criteria to guide their search efforts:

- 1) public relations/community involvement;
- 2) leadership and supervisory skills;
- 3) fiscal management;
- 4) vision;
- 5) best fit for our library.

The Board selected four candidates to interview via Skype. Skype interviews were held on Wednesday, February 11th. The pool was then narrowed to two candidates. On Thursday, February 26th the Board conducted in-person interviews at the Library. Staff provided candidates a tour of the library and city tours were also arranged.

The Board voted and decided to offer the position to Gregory Romer, from Newcomerstown, Ohio. Mr. Romer has a Master of Library Science from Clarion University of Pennsylvania (ALA accredited). He also holds a Master of Arts, with a major in English from New Mexico State University and a Bachelor of Arts, English Literature major, from Capitol University in Bexley, Ohio.

Mr. Romer is the current Director of the Newcomerstown Public Library, Newcomerstown, Ohio, and has been there since July 2011. Prior to that he served as the Adult Learner Neighborhood/Genealogy Librarian at Topeka and Shawnee County Public Library in Topeka, Kansas for about seven years.

Some of Mr. Romer's professional accomplishments include:

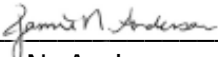
- Improved administration by instituting standard library practices for collection development, weeding, circulation, reference, genealogy, and cataloging.
- Improved stewardship of the public's dollars:
 - Paid off mortgage on the new library building 11 years early, immediately saving taxpayers in the library district about \$39,000 in interest and a total of \$73,000 over the life of the loan
- Changes to help patrons:
 - Focused on customer service, including the philosophy that *everyone's* visit to the library is *pleasant*
 - Increased fines on DVDs to keep them in the community
 - Purchased two or more copies of many high volume items
 - Changed library hours to reflect what the public requested (survey)
 - Purchased new laptops for training lab to assist the schools with fundamentals and ACT readiness (ePrep and A+ Academy)
 - Contracted with State Library for brighter and more easily-navigable web site
 - Eliminated antiquated or draconian circulation policies
- Improved staff morale:
 - *Required* common courtesy in all interactions with the public and among staff
 - Acknowledged changing nature of libraries and prepared staff for change
 - Created fully transparent administration
 - Encouraged staff to contribute ideas
 - Increased staff responsibilities
 - Mandated that the director or assistant director be on site during all open hours to handle problems
 - Developed and instituted regular staff evaluations as well as as-needed counseling

Mr. Romer's expected start date is Monday, May 4, 2015.

Budget Impact

The Board voted to offer Mr. Romer pay grade 32 step B which is an annual salary of \$71,718.25. Funds have been budgeted for this position.

Signed



Jamie N. Anderson
Human Resource Director

Approved



David R. Fierke
City Manager

ADMINISTRATIVE ORDER 15-003

SECTION I. PURPOSE

The purpose of this Administrative Order is to appoint a Department Head. Pursuant to the Charter of the City of Fort Dodge, Council approval is required.

SECTION II. APPOINTMENT

The following named individual is hereby appointed as the Fort Dodge Public Library Director. Such appointment is to take effect on May 4, 2015.

Gregory Romer

SECTION III. COMPENSATION GRADE/STEP

Said appointment shall be at Management Grade 32 step B.

Issued at Fort Dodge, Iowa this 13th day of April, 2015.



David Fierke, City Manager

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING ADMINISTRATIVE ORDER 15-003

NOW, THEREORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FORT DODGE, IOWA THAT Administrative Order 15-003 is hereby approved.

The above Resolution passed and adopted by the City Council of the City of Fort Dodge, Iowa this _____ day of _____, 2015.

AYE: _____

NAY: _____

OTHER: _____

CITY OF FORT DODGE

Matt Bemrich, Mayor

ATTEST:

Jeff Nemmers, City Clerk