

D R A F T

Minutes

Elisha D. Smith Public Library

Executive Director Search Committee Meeting

March 2, 2011

Present: Jill Enos, Sue Werley, Cate Brandt, Lynn Tungate, Cindy Schaefer-Kemps, Kathy Wicihowski, Interim Director Paul Nelson

Absent: Bob Stanke, Jim Englebert

Meeting called to order at 4:36 p.m. by Jill Enos.

Discussion/Action Items

1. Review of job description. After reviewing this document, it was determined that it was now complete.
2. Review of job posting. Revisions were made to the existing job posting and the Library Director Additional Information document. It was recommended that we link the website job posting to this document. Job postings will be submitted on March 8, 2011.
A deadline for accepting job applications was established. All applications must be postmarked no later than April 8, 2011. Lynn Tungate and Cate Brandt will review all incoming applications. Selected candidates will receive the following two documents: 1) achievement history questionnaire, and 2) cover letter to accompany the achievement history questionnaire. April 22, 2011 was set as the final due date for this questionnaire.
3. Future meetings. Topics to be discussed at future meetings include 1) updating the rubric for applicants, 2) revising the achievement history questionnaire, 3) drafting interview questions, 4) establishing an interview schedule and 5) discussing travel compensation for applicants traveling a considerable distance.

Future Meetings

The next committee meeting will be held on April 6, 2011 at 4:30 p.m. in the Gegan Room.

Adjournment

Motion to adjourn the meeting at 6:04 p.m. by Werley, seconded by Tungate and carried unanimously.

Respectfully submitted,

Kathy Wicihowski, recording secretary