

D R A F T
Minutes
Elisha D. Smith Public Library
Library Director Search Committee
May 4, 2011

Present: Bob Stanke, Cindy Schaefer-Kemps, Paul Nelson, Kathy Wicihowski, Jim Englebert, Lynn Tungate, Sue Werley, Jill Enos, Cate Brandt

Meeting called to order at 3:36 p.m. by Enos

- 1) Review of May 11th Schedule for Library Director Candidates' Interviews
 - Candidate #1 8:00-10:30
 - Candidate #2 9:15-12:45
 - Candidate #3 12:15-3:45
 - Candidate #4 2:15-5:45

Interviews will include a tour of the Library and meeting the staff, a tour of Menasha, an interview by the committee and a PEP test (screening tool used to determine how applicants respond to various questions relating to character).

- 2) Committee developed final list of interview questions. Each committee member will be responsible to ask questions in a specific category.
Tungate will rewrite final questions and email them to committee members to review.
- 3) Discussion on use of references. Use will be determined as we finalize candidates. The draft questions for references are appropriate for use.
- 4) Committee may meet after last interview.
- 5) Committee recommended a Menasha restaurant for lunch.
- 6) Water needed for candidates during interviews.

Englebert moved to adjourn meeting at 5:06 p.m., seconded by Werley and carried unanimously.

Respectfully submitted,
Kathy Wicihowski