

Minutes  
Library Director Search Committee Meeting  
April 13, 2011

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

Call to order at 4:30 p.m.

Tungate provided an application review. Nine applications were received, two were not qualified. There are five viable candidates. The position opening was advertised for four weeks.

There was some discussion about a phone interview. It was decided that the candidate from the east coast would be interviewed first by phone. Enos will interview the candidate on the east coast. Otherwise all candidates lived a reasonable distance to travel for an interview.

Nelson suggested that we not use the History Achievement Questionnaire due to a tight timeline and a smaller than anticipated number of applicants that applied. All agreed.

Interview questions were presented from Nelson and from Englebert. Englebert had the questions from the previous interviews for library director. Tungate will combine all the interview questions by category and get them to the search committee members. The search committee members will make recommendations to finalize the questions.

Stanke presented a document called the PEP. It is similar to a screening tool used to determine how applicants respond to various questions relating to character. After some discussion, the committee members decided that we would use the tool with people we interview for the position, but we would not give that tool until after the interview is completed.

Suggestions were made as to what the interview should look like. The suggestions were as follows: time with staff; interview; tour of the library. In addition, a packet should be given to the candidate that gives the candidate information about the City of Menasha.

Copies of resumes of the top five candidates were distributed for committee review. The committee members should rank them and use the ranking sheet as a tool in deciding on the ranking. The committee is looking for relative consensus for three candidates.

Interviews will be 1.5 hours long and then the candidate will take the PEP followed by a tour of the library.

The next search committee meeting is April 20, 2011 at 3:30 at the library.

The first date for interviews is May 11, 2011. The back-up date is May 16.  
Werley motioned that we adjourn. Stanke second. 5:40 p.m.

Respectfully submitted,

Sue Werley