

SEARCH COMMITTEE MEETING

April 9, 2007

Present: Leslie Baker, Virginia Jones, Daniel Waters, Mary Lu Keep, Linda Hearn, Bea Phear, Neila Decker, Paula Black

Dan called the meeting to order at 2:09 pm.
The minutes of the last meeting were approved.

OLD BUSINESS

The ad was reviewed and rewritten. Neila will type out a new copy of the ad. The MLS requirement and salary were left blank pending tonight's Personnel Board meeting. Nelia spoke with Maria McFarland about the EOE wording on the ad. It was determined the wording should read as follows:

"The West Tisbury Free Public Library is an equal opportunity employer"

Leslie mentioned that Mary Jo called and stressed the importance of retaining the MLS requirement. Leslie told her it was under review at the time but that most felt the position should be an MLS preferred. The ad was approved with the new word changes pending the addition of the MLS status and salary.

It was decided that the committee would accept paper submissions only. This will allow the committee a first glimpse of how the candidates write and present themselves on paper.

Dan passed out a list of possible job postings. Bea felt due to costs, the Boston Globe should be omitted. It was noted that last year's ad yielded no applications. This recommendation will be forwarded to the Trustees.

NEW BUSINESS

Bea has not been able to contact Howard for the exit interview.

The search process for last year's search was reviewed. Bea gave a concise explanation of the process for the committee. All materials, checklists and review questions have been retained from last year's search. Leslie and Elaine will prepare packets of these for each member to review at the next meeting.

Dan read Susan Wasserman's letter suggesting the committee perform a "Triple I Check" and three credit checks on candidates. Linda Hearn discussed the CORI process. Linda will be in charge of the CORI background checks, which must be filled separately for each state. The process takes approximately six weeks .

The committee discussed various ways the interview process can be improved. Bea suggested we look for a candidate who will "stretch into the position" rather than someone who is nearing retirement. Leslie suggested that we might seek professional expertise so we can learn more about doing reference checks. Jack Collins, the town labor council, was suggested as a possibility.

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Nelia presented the town applications, which need to be filled out by the candidates. Ginny will be preparing the letters to be sent to the candidates so she filed these forms for future use. Nelia will ask the town personnel Board at what point in the hiring process these forms need to be filled out.

The next meeting will be **Monday, April 23 @ 2:00**. Ginny will post the next meeting.

Respectfully submitted,

Leslie Baker
Secretary