

SEARCH COMMITTEE MINUTES

June 5, 2007

Present: Leslie Baker, Bea Phear, Mary Lu Keep, Elaine Pace, Paula, Black, Virginia Jones, Hermine Hull, Dan Waters

Dan called the meeting to order at 8:45

The minutes were approved with revisions.

Dan read a letter from the public in support of Beth as Library Director.

Old Business

Progress report

Hermine announced that the Personnel Board accepted the Director position as a Grade 10 position (which pays \$49,130.00) with a Masters degree required and an MLS preferred.

SEMLS

Cheryl Bryan will not be able to meet with us as reported earlier. She felt our interview questions were good but will review our final questions and improve our wording if needed.

Interview questions

Elaine gave a summary of the types of questions the committee asked last year and how they were developed. She will create two rounds of questions, which will then be available to committee members for the interviews.

Review Timeline

Interviews will take place June 11th – 18th. There will be a discussion of the candidate on June 26th to decide whom to interview for Round 2.

New Business

Training Session

There will be a training session on public meeting law at Howes House, June 20th at 5pm.

Dan gave notice that the committee was to go into executive session for the purpose of reviewing applications for the position of Library Director. Dan made the motion and Ginny seconded.

Ayes: Leslie Baker, Bea Phear, Mary Lu Keep Virginia Jones, Paula Black, Elaine Pace, Dan Waters, Hermine Hull

Executive Session

The committee reviewed the applications. It was decided to decline to interview nine applicants and to interview four applicants. Elaine will call the candidates to schedule interviews after June 18th. Ginny will send regret letters to the remaining applicants and send packets to the four we will interview. Reference checks will be made after the first interview.

Elaine reviewed the interviewing process. The committee will meet before each interview to review the questions and procedure. Linda Hearn will be recording secretary for the committee during the candidate interviews.

Dan moved to go out of executive session at 9:55. Bea seconded.

The meeting was adjourned at 9:55

Respectfully submitted,

Leslie Baker
Recording Secretary

