

Director Search Committee MEETING 2022 AGENDA- at 4:00 pm

1. Call to Order – **Monday, August 8, 2022, at 4:00 p.m.** at the Library.
2. Roll Call
___Painter ___Pullen ___Russell
3. Library Director Search – Open Position Library Director
 - 7-12-22 – Allaman added to the homepage on the website
 - 7-15-22 – Allaman put on the library facebook page
 - 8-3-22 – Director Smith sent the open position to the Henderson County Quill newspaper to run for 3 weeks in the classified section
 - 8-3-22 – Director Smith emailed the Burlington Beacon newspaper to place in the job openings if they have a section
 - 8-3-22 – Director Smith sent the open position to our email group for Rural Library Directors
 - 8-3-22 – Director Smith sent the open position to our email group for the Long-Distance Library Directors
 - 8-4-22 – Allaman emailed to our patron’s email groups the open position
4. The Hawk Eye
 - On their website click on Jobs and Classifieds, it takes you to Post a Job with ZipRecruiter
5. Other sites to post the position?
6. Conducts initial review of the applicants – process for reviewing.
 - The search committee must document this process and retain records of the review process
7. Interviews
 - List of interview questions
 - The search committee must document this process and retain records of the interview
 - The committee also checks references as part of the interview process
 - The committee’s selection is a recommendation to the Board
 - Only the board may make the appointment and that appointment should be made in a public meeting
 - The search committee reports on their recommendation(s) to the Board in a public meeting, answers questions and allows the board to pose questions before they deliberate and authorize an appointment to be made
 - At this time, the president will be identified to communicate and negotiate with the chosen applicant
 - An offer letter should conclude this process noting details of salary, benefits, and terms of employment
 - The board should plan to introduce the new director to staff and community

8. Letter to candidates not selected

9. Other

Next meeting Monday, September 12 at 4:00 pm