

Hiring Committee Meeting February 15, 2021

Catherine Freese, Kathi Terami, Theresa Fitzgerald, Jena Young, Anna Dechert, Sean Maher, Fern Strong, Ben Wolfe, Marsha Higgins

Community Comment

Email received with comments from a staff member. It will be made available to public if they request.

Director Job Posting

The full job description is ready to post. A pdf will be posted on the Library web site. Discussion on the job ad produced the following ideas:

- A Google doc for members to add suggestions as to where to post ad will be posted in the Google file.
- Create an email account for candidates to send resume and cover letter.
- Perhaps take original ad used by the trustees and make changes.
- Salary range decided.

Jena will finalize revisions to job ad. Jena will present job ad to the trustees at Feb. 22 special meeting. Theresa and Fern will generate questions for the State Library Consultant on committee issues and also questions to the Secretary of State regarding open meeting laws related to executive meetings.

Review Timeline and Deliverables

After trustee approval on February 22, the ad will be posted to public on March 1, 2021. The ad will stay up and resumes accepted until job filled. Interviews will start mid-March and continue as needed.

Discuss Launching Survey

Anna to take charge of community survey after final input from committee and will schedule a listening session for public on March 1 to hear their thoughts on hiring process. The survey is ready for distribution on February 22 and the return of surveys by March 7.