

Administrative Librarian Search Committee Meeting
Thursday, September 9, 2010
8:00am

MINUTES

The Meeting was called to order at 8:15am. Present were Trustees Avant-Holloway and Emerson and Staff members Mallek and Shelton.

Trustee Emerson moved to adjourn to close session, pursuant to Section 2(c)(1) of the Open Meetings Act, to discuss the appointment and employment of a specific employee. Trustee Avant-Holloway seconded.

1. COMMITTEE RECOMMENDATION FOR BOARD

The Committee discussed the four candidate interview sessions. A consensus was reached that the Committee would recommend Candidate 2 (Interview Session 1) to the full Board for the position of Administrative Librarian.

Trustee Emerson moved to return to open session at 9:01am; Trustee Avant –Holloway seconded.

2. WORD MOTION

Suggested motion: THAT the Administrative Librarian Search Committee report be accepted with the following option (*choose one*):

- a. Accept recommendation of Committee and call a Special Meeting to formulate the employment agreement.
- b. Call a Special Meeting for the full Board to interview the Committee's recommendation and formulate the employment agreement.
- c. Other: (specify)

Action to be taken:

- a. A Special Meeting will be called for Monday, September 20, 2010 at 7:30 pm to formulate the employment packet. The selected finalist should be notified immediately of the pending job offer.
- b. A Special Meeting will be called for Monday, September 20, 2010 at 7:30 pm to interview the chosen finalist and formulate the employment agreement.
- c. Other: (specify)

1. RECOMMEND PROCESS FOR EVALUATION OF HIRE

To be discussed later.

2. WHO WILL BE ASSIGNED TO DO ORIENTATION OF HIRE

- a. *Personnel Manual*
- b. *Building Background*
- c. *Trustees*

To be discussed later.

Trustee Emerson adjourned the Meeting at 9:23am.