

Rusk County Library Search Committee  
Meeting Minutes  
Tuesday August 31, 2021

Present: Hollis Helmecki, Leah Fuse, Anna Kauffman, Valerie Spooner,  
Maryjane Minks, Cindy Pohlman, Keely Sanderson

Leah Fuse nominated Cindy Pohlman as chairperson and Anna Kauffman as secretary. Anna Kauffman declined and Keely Sanderson was made secretary. Cindy Pohlman accepted.

The committee discussed that the candidate needs to understand that the library is dually funded by city and county as this presents certain challenging "issues" to navigate. It will be important that the candidate can speak to this during their interview.

The interview will be recorded.

The committee created a job posting. Amendments were made to the current job description. Valerie Spooner will update the job description online. Cindy Pohlman will post the job announcement. Valerie Spooner will create an email address where resumes can be sent. Cindy Pohlman will forward application to the committee.

The following timeline was created:

Application deadline: October 12, 2021

Review applications as a committee/finalize interview questions: October 19, 2021 @ 6pm

Schedule interviews: October 19-23, 2021

Conduct interviews and select candidate(s) to offer position: October 25-29, 2021

Call references: October 5 - November 5, 2021

Board agrees to offer position: Board meeting November 9, 2021

Offer position verbally and confirm job offer via email: November 10, 2021

Next meeting: October 19, 2021 @ 6pm

Meeting adjourned at 7:25pm

Respectfully submitted by Keely Sanderson