

Rusk County Community Library New Director Search Committee Meeting Minutes
Tuesday, October 19th, 2021

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

The meeting was called to order by Cindy Pohlman at 6:03PM in the upper library.

The committee reviewed the September 21st, 2021 meeting minutes. A motion to approve the meeting minutes was made by Leah Fuse and seconded by Anna Kauffman. The motion carried.

Next, the committee discussed and selected interview questions for the first round of interviews. 15 questions were selected for the interview. A motion was made by Anna Kauffman to accept the selected interview questions. It was seconded by Keely Sanderson. The motion carried.

The committee reviewed the applications. There are four applicants to interview for the new Library Director position. A motion to interview the four applicants was made by Leah Fuse and seconded by Anna Kauffman. The motion carried.

Next the committee selected interview dates. The dates selected for the first interview are Wednesday, October 27th, 2021 and Thursday, October 28th, 2021. Two applicants will be interviewed each day from 4:00-5:30 PM and 5:00-7:30 PM. The committee will select 2 candidates and a second interview will be conducted on Tuesday, November 2nd, 2021, with the first interview time being scheduled from 4:00-5:30 PM and the second interview being scheduled from 6:00-7:30 PM. The committee will present the selected candidate to be approved by the Rusk County Community Library Board during the November 9th, 2021 board meeting. After the approval, the committee will offer the job to the selected candidate. The committee will request an acceptance by November 15, 2021 with a job start date of December 27th, 2021. At the start of all interviews, the committee will tell the applicants that the interview will be recorded.

The meeting was adjourned at 7:50 PM.

Respectfully submitted by Leah Fuse