

C.H. BOOTH LIBRARY DIRECTOR SEARCH MEETING MINUTES

November 14, 2016

Meeting called to order at 7:05pm

Attending: Laura Goldstein, Robert Geckle, Colleen Honan, Andy Forsyth, Candice Woods, Michael Talluto, Juli Panko, Mark Principi (by phone), Brenda McKinley

Job Description:

The committee conducted a thorough review of sample job descriptions. Edits were agreed upon and a final document, including pertinent attachments, will be completed for posting by November 18, 2016.

Job Advertisement:

The committee reviewed the job advertisement used in the last search. Minor modifications were made and it will be posted on the library website, CLA website, and other appropriate venues by November 18, 2016.

Community Outreach:

It was agreed by the committee that a Community Forum would be held on November 30, 2016 at 7:00pm in the Library Genealogy Room to receive input from our community on desired skills and personal attributes for the Library Director position. The meeting will be advertised on the Library website and local papers.

Search Timetable:

The committee discussed a review of steps required to successfully complete the search. An objective was set to complete the search by March 2017.

Interim Director:

The committee agreed that the appointment of an interim Director was advisable. The Executive Committee of the Board of Trustees will undertake this assignment.

Adjourned: 8:50pm

Respectfully Submitted,

Robert Geckle

