

Special Meeting of Library Board

8/19/2021

3:30 pm

In attendance: Diane Mach, Sus Laporte, Marty Kravitt, Kathryn Lawrence, Jacki Becker

Topic: Begin search for Library Director to replace outgoing Director

Group reviewed sample documents, Job descriptions and ads provided by Mary Lou and Kathry. Group drafted a Job Description and advertisement.

Sue will share a draft of the ad with the group, Jacki will share a draft of the job description for review. These will be shown to Mary Lou once completed. Advertising in print and electronic media will take place within the next week—Kathryn will contact the print media for deadlines. We will look at end of September for 1<sup>st</sup> application deadline due, depending on print media deadlines.

Group will need to determine FTE of this position as well as assistant librarian position.

Additional meetings will be determined based on need