

## **Bridges Library System Hiring Committee Meeting Minutes November 6, 2019**

PRESENT: Linda Ager, Art Biermeier, Howard Pringle, Larry Nelson, Nancy Wilhelm, Jane Barwick, Bruce Gay, Leann Lehner

EXCUSED: Betsy Bleck

OTHERS: Connie Meyer, Bridges Library System Director and Meg Henke, Bridges Library System Administrative Specialist

Call to order: Linda Ager, the Committee Chairperson, called the meeting to order at 11:03 a.m. at the Bridges Library System Office.

Introductions: Introductions were completed after the call to order. Chairperson Ager welcomed everyone to the Committee kick off meeting and commented that her role is to help the hiring process move smoothly, while focusing on integrity and communication with stakeholders.

### **DISCUSSION/ACTION ITEMS**

*Job Description & Posting* – A written request was submitted to committee chairperson Ager by Betsy Bleck to correct some grammatical errors as well as the DPI organization name represented on the draft description. Jane Barwick commented that the job classification content is approved by the Waukesha County Board and cannot be changed without a formal County Board approval process. She did indicate that she could make a correction to the DPI organizational name reference. A few revisions were made to the supplemental questionnaire following the job description based on committee feedback. A Biermeier/Wilhelm motion to approve the description and posting as amended passed unanimously.

*Announcement* - Jane Barwick stated the job announcement may be modified as it acts more like a descriptive advertisement of the position. The posting and advertising will be coordinated to go live no later than November 8, 2019. A Biermeier/Wilhelm motion to approve the announcement as presented passed unanimously.

*Advertising of open position* – Connie Meyer stated the announcement will be posted on the Bridges Library System website with the link to the Waukesha County portal for applicant to apply via Neo.gov and supply the requisite information. Additionally, she will utilize multiple list serves within the library community and professional organizations to advertise the position, in most instances at no cost. Connie will further research the cost to advertise on the ALA job list in the event the committee would like to pursue that option. A logistical question was raised about travel expenses for candidates. Connie stated that the 2020 budget did not plan for costs associated with the System Director hiring process. She added that first round candidates aren't typically reimbursed for travel. First round interviews can be held with long distance candidates using Skype, if necessary. However, second round candidates that incur costs for long distance travel are typically reimbursed for travel. Connie indicated that even though funds weren't budgeted for those expenses in 2020, the budget could be adjusted to allow that possibility. A Gay/Pringle motion to approve the advertisement as presented passed unanimously.

*Stakeholder survey* – Connie stated that she created a draft stakeholder survey based on the Bridges Library System strategic plan as well as some examples from other director hiring surveys from around

the state. The survey will go out to key stakeholders including: member library directors; Bridges Library System Trustees; Bridges staff; and the Jefferson County Library Board. A request was made to alphabetize the survey criteria and to re-order the sequence of the questions so as not to influence the stakeholder's response to their prioritized values. A Biermeier/Nelson motion to approve the stakeholder survey as amended passed unanimously.

*Evaluation rubric* – Connie shared a sample evaluation rubric. Nancy Wilhelm suggested using the rubric as an optional tool during the interview process, not requiring any formal scoring of candidates. A Lehner/Wilhelm motion that the hiring committee utilize the rubric only as a personal tool passed unanimously.

*Timeline calendar* – The committee reviewed the timeline to set dates and locations for future meetings including: first round interviews; final interviews and a special Bridges Library System Board meeting. Linda indicated the committee will convene immediately following the final candidate interview in round one to determine finalists. Bruce Gay indicated the Waukesha Public Library could host interviews at their location to provide some anonymity and to also provide for Skype interview capabilities in round one. Final interviews will be held at the Bridges Library System office. The proposed schedule includes meeting December 16 at 3:30. The candidate selection meeting determining first round interviews will be January 6 at 1:00. First Round interview will be Jan 21- 24. Second round interviews will be Feb 3, 6 & 7 in person at the Bridges library System office. Special Board meeting will be on February 12<sup>th</sup> with confirmation of candidate at the Bridges Library System Board meeting in February. A Gay/Lehner motion to approve the revised estimated timeline passed unanimously.

Confirmation of next meeting: **Monday, December 16, 2019 at 3:30 p.m.** at the **Bridges Library System Office.**

At 1:07 p.m., a Pringle/ motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke  
Administrative Specialist