

**Bridges Library System Hiring Committee Meeting Minutes**  
**January 6, 2020**

PRESENT: Linda Ager, Art Biermeier, Howard Pringle, Larry Nelson, Nancy Wilhelm, Jane Barwick, Bruce Gay, Leann Lehner, 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 1:02 p.m. at the Waukesha Public Library.

Meeting Minutes: A Howard Pringle/Art Biermeier motion to approve the minutes for the December 16, 2019 Bridges Library System Hiring Committee meeting as presented was made.

**DISCUSSION/ACTION ITEMS**

*Interview process and logistics* – Meg Henke will make arrangements with the courthouse cafeteria to allow committee members to have their meal billed back to Bridges Library System on interview days. The lunch meal limit per person per day is \$12.00. Water and coffee will be on hand in the interview space. Meg will generate trustee expense reports (mileage and per diem) for the entire month of hiring committee activities rather than singularly reporting and paying for each event.

*Interview questions*- Linda thanked all who spent their time in careful consideration of quality questions to ask the candidates. Jane Barwick compiled a list of starter questions as well. In 2013, 17 questions were used in that director search. Jane stated that it is reasonable to expect that approximately 17 questions per interview is achievable for an approximately one-hour interview. Meg Henke and Connie Meyer excused themselves from the remainder of the meeting. The committee discussed the series of questions, working to pare the list down. The committee selected questions and then sorted the questions into first- and second-round interviews. Linda and Jane will put the questions into the final draft format. Linda will send the final copy of the questions to committee members and will assign questions to committee members. During the interviews, if time permits, any committee member will be able to ask follow-up questions. Following the first-round interviews, Linda and Jane will put the second-round questions selected at today's meeting together with follow-up questions generated from the first-round interviews into a final draft of second-round questions. Agreement on the questions and process was achieved by consensus.

Confirmation of next events: **Interviews as scheduled the week of January 20, 2020** at the **Waukesha County Administration building** (515 W. Moreland Boulevard, **Room 355**, Waukesha WI 53188). Details scheduled by Jane Barwick in Human Resources.

Meeting adjourned at 3:45 p.m.

Minutes prepared by:  
Meg Henke  
Administrative Specialist