

West Bend Community Memorial Library
630 Poplar Street, West Bend, WI 53095
262-335-5151
www.west-bendlibrary.org

Library Board Minutes
Selection Committee Meeting
January 17, 2011

Board Members Present: Jim Fowler, Doug Rakowski, Judy Schaar, and Courtney Spousta.

Finalization of Position Ad: Members reviewed the ad and filled in additional information including: staff number – 31, collection – approximately 215,000, and budget - \$1.5 million. Jim will contact the city human resources department for the detail on where to submit resumes. The salary range will be \$60,000 - \$70,000. Applications will be accepted for 30 days after the initial posting.

Select Where to Place Ads: Cost for placing an ad in ALA (American Library Association) was reviewed - \$85 plus \$.90 per word. Jim will see if there is a cost for posting an ad through WLS (Wisconsin Library Association) which links to the Job Center of Wisconsin. Doug will find out the cost for posting an ad through the Milwaukee Journal.

Additional Person for the Committee: Jim will talk to Michael when he returns to see if he has any recommendations. Judy will contact Walter from Mid-Wisconsin Federated Library System to see if he can suggest someone.

Develop Interview Questions: Members will think about questions to use during the phone interview process and the final interview process. Judy will also ask Walter from Mid-Wisconsin Federated Library System if they have any resources or suggestions for these questions.

Next Meeting: The Selection Committee will meet briefly after the regular board meeting, Tuesday, January 18th, 2011, to finalize the ad.

Adjournment: The meeting adjourned at 6:15 p.m.

Respectfully submitted,
Judy Schaar, Secretary