

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

**Selection Committee Meeting Minutes
February 9, 2011**

The Selection Committee meeting was called to order at 7:00 p.m. by board president, Jim Fowler.
Committee Members Present: Jim Fowler, Doug Rakowski, and Judy Schaar.
Also present: Dave Weinhold. Excused: Courtney Spousta.

Introduction: Jim introduced Dave Weinhold, Director of the Eastern Shores Library System. After Jim explained what our committee has done so far, Dave shared his recent experience as part of a selection committee – what they had done, and what did or did not work. He then provided suggestions on how the group can proceed. Dave left the meeting at 8:00 p.m.

Next Steps: Doug will make copies of materials from Dave. These can be picked up at the library. Based on a sample form Dave provided, a resume evaluation form was developed. Jim will finalize this grid/form and share it with members at the next meeting. Committee members plan to review all resumes. Candidates will be notified that their resume has been received. Candidates will also be notified if they are eliminated from the candidate selection pool. A candidate evaluation form will be developed based on categories decided upon by the committee. Interview questions will be developed based on the categories on the candidate evaluation form. Each member of the committee will develop interview questions based on an assigned specific category and will share their suggested questions at the next meeting.

Next Meeting: Not finalized at this time.

Adjournment: The meeting adjourned at 8:55 p.m.
Respectfully submitted,
Judy Schaar, Secretary