

Record of Proceedings

West Bend Community Memorial Library

Selection Committee Meeting

February 22, 2011

The Selection Committee meeting was called to order at 7:55 p.m. by board president, Jim Fowler.

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

Applicants: Jim provided a list of current applicants along with a proposed grid to be used to evaluate all applicants. Jim will email the applicants' resumes to the other committee members.

Phone Interview Questions: Members reviewed and agreed upon questions to be used in the phone interview. Judy will finalize this form and send it to committee members. The committee members discussed and agreed upon the length of the phone interview.

Evaluation Questions: The evaluation questions developed by committee members were reviewed. Doug and Jim will review the final selection of topics and questions and email these to Judy. Judy will finalize the evaluation form and email this to committee members.

Next Meeting: Monday, February 28, 2011 at 6:00 p.m. At the next meeting we will review the finalized phone interview questions and candidate evaluation form and questions.

Adjournment: The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Judy Schaar, Secretary