

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY
PERSONNEL COMMITTEE
August 29, 2016

The mission of Manitowoc Public Library is to promote a culture of reading and to provide access to information. Through our services we strive to foster an environment that meets the educational, recreational and cultural needs of the community.

COMMITTEE MEMBERS:

Present: Hazlewood, Thennes, and Vollendorf

Absent: None

OTHERS PRESENT: Davis, Eisenschink, Schreiner, Krajnik, Meier, and Alisa Schafer (HTR)

The meeting of the Personnel Committee was called to order in the Board Room at Manitowoc Public Library by Chairperson Lee Thennes at 5:00 p.m., Monday, August 29, 2016.

#2 *Discussion regarding process for hiring a new library director* – Trustee Thennes distributed sealed packets containing applications received to date, to members of the committee.

Thennes also talked about the great feedback that was received from library stakeholders, taken from the Library Director Search survey, as to what qualities are most important in selecting the best possible candidate.

The goal of this committee is to come up with a set of screening questions and what the screening process needs to include. An email will be sent out to all library employees asking for interest in being part of the interview committee.

The next meeting of the Personnel Committee will be September 6, 2016.

There being no further business to come before the Committee, Chairperson Thennes declared the meeting adjourned. The meeting adjourned at 5:29 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary