

**Administrative Librarian Search Committee Meeting Minutes**  
**August 26, 2010**  
**11 AM**

The Search committee was called to order at 11 am on Thursday, August 26, 2010. The meeting was posted at least 48 hours in advance in accordance with the open meetings act.

In attendance were Trustees Avant- Holloway and Emerson and Administrative staff members Shelton and Mallek.

A list of all candidates numbered by order of receipt of resume was distributed. Trustees Emerson and Avant-Holloway presented their individual lists of candidates. The Trustees lists were combined with the list from Shelton and Mallek. Eight applicants (out of a total of seventeen) were on the combined list. After discussion, one applicant was removed and a list of seven candidates was agreed on by the Committee. The Committee reached consensus on interviewing their top four candidates, with the three remaining alternates to be considered for further interviews depending on the availability of the top four candidates and/or the outcome of the first set of interviews. Trustee Avant-Holloway assigned Shelton to communicate with the candidates and handle the legal postings.

The Committee agreed to conduct interviews by committee and take recommendations to the Board as a whole. Interview dates and times were chosen to offer the candidates. A consensus was reached to use the list of interview questions prepared by Mallek and Shelton. It was decided that Shelton (or Avant-Holloway in his absence) would conduct the preliminary set of questions, and that Trustees Avant-Holloway and Emerson would alternate the remaining sections of questions.

The meeting was adjourned at 12:30 pm.