

**Kalkaska County Library Board of Trustees
Special Meeting Minutes of the Director Search Committee
12.20.16 at 11:00a.m.**

1. Call to Order by L. Cervone at a.m.
2. Attendance/Introductions
BOT present: L. Cervone, L. Wolcott
BOC present: none
Friends of the Library Representative: M. Coville
Staff present: Deb Bull
Others present: none
3. Call for Public Comment: none
4. Approval of Agenda & Discussion
 - a. Interview questions
 - b. Advertisement language
 - c. Recommendations to Board of Trustees

MOTION by Coville to recommend that the Board of Trustees adopt the following timeline:

Second by Bull

Motion passed

Ads to run from Jan 2 to Jan 27

Deadline for applications Feb 1st

Review applications on Feb 2

Scheduled interviews to be held on or near Feb 7, 8, 9

Decision to be made by Feb 21 17

Next meeting to be held at 10:00a.m. Wednesday January 11th

5. Items for Future Agenda/Discussion
 - a. Hiring Matrix
 - b. Director Contract review
6. Call for Public Comment: none
7. Adjournment: at 12:13p.m.

Respectfully Submitted,
Deb Bull
Recording Secretary