

**River Valley District Library  
Director Search Committee Meeting  
March 5, 2023 4:15 PM**

**Call to Order-** DSC Chair Emily Riewerts called the meeting to order at 4:15 PM. Other Trustees present: committee member David Failing, Jan Schadt, Jill Schutts (minute taker). Mary Hemm and Sue Hebel also participated.

**Public Comments-** Sue Hebel asked for clarification on “feedback from staff” in the hiring process. Ideas that arose during discussion:

- Voluntary initial feedback; offer employees a couple of different times (at different times of the day) to meet with two board members to voice what they would like to see in a director. Ask staff if they have any questions they would like a prospective candidate to be asked. This would be during staff members’ work hours.
- Invite staff to attend/observe semi finalist interviews (at a board meeting?) and then allow time for the staff to inform board of their impressions prior to a board vote taking place.

**Hiring Consultant for Director’s Search-** Ideas generated to ask the consultant to contractually include in her director search:

- Price includes cost of job listings.
- Work with the board until an offer is accepted.
- Collect and provide information packet.
- Be responsible for background checks and drug testing on final round of candidates. Note: ask attorney if drug tests are typically done for this position.
- Consultation on press release.
- Assist board in finalizing advertisement.
- Reach out to staff for input or advise us on how to do this effectively.
- Admin side of on-boarding: W-4 withholding, I-9.

Emily will write up proposed inclusions to the contract, send it out to us, and then send on to Lorene.

**Other-** brain storming ideas:

- Ask the same questions of each candidate.
- Use a grade sheet to appraise each candidate. Committee will talk to each other right after each interview.
- Be sure to distinguish the RVDL as a *District* library on the ad; some will find that desirable.
- Who all will be able to log-in to ad sites?

- The board writes the contract. The library attorney will review the contract prior to having it signed.

**Adjournment-** Without objection, the meeting adjourned at 5:08 PM.